PACAFDIR 90-215
BY ORDER OF THE COMMANDER, PACIFIC AIR FORCES
PACAF DIRECTORY 90-215
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Command Policy
SECURITY FORCES UNIT COMPLIANCE INSPECTION
OPR: HQ PACAF/SFO (SMSgt Randy N. Akers)
Certified By: HQ PACAF/SF (SMSgt Randy N. Akers)
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The purpose of the HQ PACAF Security Forces Directorate and Inspector General for Security Forces function is to enhance unit capabilities command-wide. The effectiveness of command-wide security forces unit's compliance standards are maintained through the integrity of the inspection system. This standard implements AFPD 90-2, *Inspector General-The Inspection System*. It applies to all Security Forces assigned to major operating bases and geographically separated units. These standards support guidance in the following: AFIs and PACAF supplements to 31-101, 201, 202, 204, 206, 207, 209, 210, 301, 401, 501, 601; 36-2225, 2226, 3001; and technical orders. This directory applies to Air National Guard (ANG) units when published in ANGIND2 and does not apply to the US Air Force Reserve units and members. Mandatory inspection items are indicated with a (#).

SUMMARY OF REVISION
This revision establishes mandatory inspection areas for Unit Compliance Inspections and separates checklists for the unit self inspection program; identifies responsibilities; reorganizes text and procedures from publication changes in AFI 31-101, 202, 204, 206, and 36-2226. Includes self-inspection checklists for air base defense, force protection, and confinement. ***These checklists have been substantially revised.*** . *New or revised material is indicated with an asterisk (*).*

1. Attachments 1 and 2 do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with the annual Unit Self-Assessment and/or semi-annual self-inspection. **Discrepancies in mandatory inspection areas may involve further inspection of areas listed in the self-inspection checklist.** Units can supplement this publication to add local compliance items.

2. Responsibilities:
2.1. Directorate of Security Forces
2.1.1. Identifies mandatory inspection areas for Unit Compliance Inspections (UCI).
2.1.2. Develops and maintains this directory.
2.2. Inspector General for Security Forces (IGSF)
2.2.1. Conducts UCI of mandatory inspection areas as determined by the Director of Security Forces.
2.2.2. Conducts anti-robbery and penetration exercises.
2.3. Installation Chiefs of Security Forces
2.3.1. Conducts semi-annual self-inspection using checklists in attachments 1 and 2.
2.3.2. Provide IGSF the following:
2.3.2.1. Self-inspection reports.
2.3.2.2. Evaluation reports of all penetration and anti-robbery exercises.
2.3.2.3. Past 90-days worth of blotters.

2.3.2.4. Installation security instruction and Installation Security Plan.

2.3.2.5. Copies of all checklists, operating instructions, and special security instructions.

2.3.2.6. Room equipped with a telephone, computer, and computer-printer.

2.3.2.7. Standardization and Evaluation personnel to act as trusted agents during UCI exercises.

2.3.2.8. Any other documents/support specified in the Inspector General transmitted letter of instruction.

LAFAE JOHNSON, Lt Col, USAF
Acting Director of Security Forces

2 Attachments
1. Unit Compliance Inspection
2. Unit Self-Inspection Checklist

Attachment 1
*UNIT COMPLIANCE INSPECTION
(MANDATORY INSPECTION AREAS)

A1.1. (#)PHYSICAL SECURITY PROGRAM (AFI 31-101)

A1.1.1. **Installation Security Instruction (ISI).**

A1.1.1.1. Is an instruction published as an installation directive? (para 1.11.3)

A1.1.1.2. Has the installation commander approved, issued, and assured implementation of the instruction? (para 1.11.3)

A1.1.1.3. Does the instruction identify the security priority of resources located on the installation and dispersed sites supported by the installation? (para 1.6)

A1.1.1.4. Does the instruction describe the location of the restricted areas and note the restricted areas are marked by warning signs? (para 1.11.3.3.)

A1.1.1.5. Does the instruction establish entry and internal controls for all restricted areas? (para 1.11.3.4.)

A1.1.1.6. Does the instruction list the security priorities of the installation's resources in order of importance? (para 1.11.3.5.)

A1.1.1.7. Does the instruction state restricted areas are established "pursuant to DoD Directive 5200.8, Security of DoD Installations and Resources, 25 Apr 91 and Section 21, Internal Security Act of 1950 (50 U.S.C. 797)? (para 1.11.3.1.)

A1.1.1.8. Does the instruction state all personnel must obtain specific written permission to enter restricted areas? (para 1.11.3.2.)

A1.1.1.9. Does the instruction state the security responsibilities of supporting forces working in restricted areas? (para 1.11.3.6.)

A1.1.1.10. Does the instruction give the installation chief of security forces authority to establish security post priority lists and to determine which posts go unmanned during personnel shortages? (para 1.11.3.7.)

A1.1.1.11. Does the instruction assign normal security support tasks for units on the installation? (para 1.11.3.8.)

A1.1.1.12. Does the instruction prioritize post assignments according to the importance of each post to the overall security of the installation's resources? **NOTE**: The post priority chart will be published in the installation security plan (ISP). (para 1.15.1 and PACAF Sup 1.15.2.)

A1.1.1.13. Is the instruction used to develop operating instructions (OI), security checklists, and detailed instructions? (Check to ensure guidance in OI, checklists, and other instructions matches the ISI direction)? (para 1.15.3)

A1.1.1.14. Has the unit established emergency entry procedures for their priority resources? (para 5.8.6. (addeded) PACAF Sup 1)

A1.1.2. **Installation Security Plan (ISP).**

A1.1.2.1. Does the ISP, as a minimum, cover: (para 1.16.3.1)

A1.1.2.1.1. Natural disasters?

A1.1.2.1.2. Civil disturbance or riot threatening priority resources?

A1.1.2.1.3. Overt attack on a restricted area?

A1.1.2.1.4. Receipt of threat condition alerting message?

A1.1.2.1.5. The need to deploy or obtain additional security forces?

A1.1.2.1.6. Receipt of Presidential, senior executive mission aircraft (SENEX), specifically designated special air mission aircraft (SDSAM), or special air mission (SAM) aircraft?

A1.1.2.1.7. Anti-hijack?

A1.1.2.1.8. Arrival of unidentified or unannounced military or commercial aircraft?

A1.1.2.2. Does the installation commander issue, approve, and assure implement of the actions outlined in the ISP? (para 1.16.1.1)

A1.1.3. **Security Deviations**

A1.1.3.1. Is a current list of deviations and compensatory measures kept on file? (para 4.6.1.4.4. PACAF Sup 1)

A1.1.3.2. Are deviations coordinated through HQ PACAF/SFO prior to approval? (para 4.4.1. PACAF Sup 1)

A1.1.3.3. Have deviations been approved by the installation commander? (para 4.4.1.3)

A1.1.3.4. Has the installation security council conducted an annual review of deviations? (para 1.14.1.6)

A1.1.3.5. Have temporary deviations (waivers) exceeded their 2-year limit? (para 4.2.2)

A1.1.3.6. Are posted sentries aware of security deviations and approved compensatory measures in their area of responsibility? (para 4.5.1.)

A1.1.4. **Priority "A" Security Standards**

A1.1.4.1. Is the entry control facility equipped with electronic duress devices that terminates at Central Security Control (CSC)? (para 7.2.5. PACAF Sup 1)

A1.1.4.2. Is the restricted area equipped with one line of detection at the boundary and one line of detection at the structures, shelters, or individual exposed resources? Each line of detection must meet a Pd of .95 at the 90 percent confidence level. (para 8.5.4.)

A1.1.4.3. Are security forces performing assessments to determine the cause of an alarm and are they initiating the appropriate response? (para 8.11.)

A1.1.4.4. Is the number of restricted area entry control points kept to an absolute minimum? Entry points are not established for convenience. Secure nonessential flightline controlled, restricted area entry gates and entry control points during maintenance non-duty hours. (para 1.11.3.4. PACAF Sup 1)

A1.1.4.5. Do all personnel with unescorted entry know the duress code? (para 5.9.1.3. PACAF Sup 1)

A1.1.4.6. Can ARTs provide **immediate** response not to exceed 5 minutes to area alarms and incidents? (para 6.6.12)

A1.1.4.7. Can SRTs tactically respond within 5 minutes to priority resources? (para 6.6.11.)

A1.1.4.8. Are security force members thoroughly familiar with the use of force rules of engagement and local theater-unique requirements? (para 6.7.1.)

A1.1.4.9. Are all on-duty security forces equipped with the following: web belt with appropriate ammo pouches, whistle, handcuffs, flashlight, RAB, cold and foul weather gear (depending on climate, geographic location, and time of year), helmet and flak vest/body armor? (para 6.9.3.4. PACAF Sup 1)

A1.1.4.10. Are appropriate vehicles (with emergency lights, sirens and public address system if permanently assigned) provided for ARTs, SRTs, element leaders, element sergeants, area supervisors, and mobile patrols? (para 6.10)

A1.1.4.11. Are security force radio systems equipped with at least two frequencies? (para 6.11.1)

A1.1.4.12. Are elevated barriers used to delineate the restricted area boundary? (para 7.5.1.3. PACAF Sup 1)

A1.1.4.13. For units equipped with pedestrian/vehicle entrapment areas, are turnstiles operational at all times? **Freewheeling either turnstile for convenience is not authorized.** (para 7.5.1.4. (Added) PACAF Sup 1)

A1.1.4.14. Is the height of underbrush and vegetation no higher than 8 inches in the area and all clear zones? (para 7.6.2.2. PACAF Sup 1)

A1.1.4.15. Are compensatory measures implemented where snow accumulation creates unacceptable security conditions, i.e., depth precludes observation of the fence/barrier or renders the fence/barrier useless? (para 7.6.2.4 (Added) PACAF Sup 1)

A1.1.4.16. Is the boundary barrier at least 250 feet from the base perimeter or property line? If the restricted area boundary is closer than 250 feet, did the unit allow 100 feet between the boundary barrier and the resources? (para 7.7)

A1.1.4.17. Does entry point lighting provide shadow-free light (when possible), clearly illuminate entrant's physical appearance, clothing, hand-carried objects and face, and have battery-sustained emergency lighting and portable lights or flashlights to support entry control functions if primary and alternate power fails? (para 7.8.4.1.)

A1.1.4.18. Do on-duty supervisors visually inspect all physical security facilities, to include boundary barrier systems, gates, and structures/shelters for tampering, deterioration, and inoperative equipment at least daily? (para 7.16 PACAF Sup 1)

A1.1.4.19. Do clear zones meet the standards outlined below? (para 7.6. and 7.6.1)

A1.1.4.19.1. A 30-foot belt of land (minimum) has been leveled on both sides of a single boundary barrier.

A1.1.4.19.2. A 30-foot belt of land (minimum) has been leveled inside the inner fence, outside the outer fence for dual fences and the entire area between the fences.

A1.1.4.19.3. Remove all possible dips, ridges, ditches and objects that could conceal an intruder or obstruct vision from permanent restricted area clear zones.

A1.1.4.19.4. Position poles, overhead wires, and other features so they can't be used to circumvent the sensor system or fence.

A1.1.4.20. Is restricted area vegetation trimmed or pruned to avoid erosion and to avoid cutting down protected plants? (para 7.6.2.3)

A1.1.4.21. Are boundary lights installed that meet criteria in paragraph 7.8.1, AFI 31-101, when permanent restricted areas are fenced and the security system is designed to detect intruders at the boundary? (para 7.9.1)

A1.1.4.22. Does area lighting for permanent restricted areas provide sufficient lighting to detect intruders before they can reach and damage protected resources? (para 7.9.2. PACAF Sup 1)

A1.1.4.23. Is the boundary posted with restricted area signs at 100-foot intervals? (para 7.11)

A1.1.4.24. Are all security force positions (posts and patrols) assigned Special Security Instructions for use during their tour of duty? (para 1.15.4. PACAF Sup 1)

A1.1.5. **Priority "B" Security Standards**

A1.1.5.1. Is the entry control facility equipped with electronic duress devices that terminates at Central Security Control (CSC)? (para 7.2.5. PACAF Sup 1)

A1.1.5.2. Is the restricted area equipped with one line of detection at the restricted area boundary plus one level of alarm at the structures, shelters, or individually exposed resources? Each line of detection must meet a Pd of .95 at the 90 percent confidence level. The level of alarm standing alone must meet a Pd .90 at the 90 percent confidence level for the applicable intrusion scenarios at that location. (para 8.5.5.)

A1.1.5.3. Are security forces performing assessments to determine the cause of an alarm and are they initiating the appropriate response? (para 8.11.)

A1.1.5.4. Is the number of restricted area entry control points kept to an absolute minimum? Entry points are not established for convenience. Secure nonessential flightline controlled, restricted area entry gates and entry control points during maintenance non-duty hours. (para 1.11.3.4. PACAF Sup 1)

A1.1.5.5 Do all personnel with unescorted entry know the duress code? (para 5.9.1.3. PACAF Sup 1)

A1.1.5.6. Can mobile patrols (at least one armed security force member) provide **immediate** response not to exceed 5 minutes to area alarms and incidents? (para 6.6.12 and 13.3.)

A1.1.5.7. Can SRTs tactically respond within 5 minutes to priority resources? (para 6.6.11.)

A1.1.5.8. Are security force members thoroughly familiar with the use of force rules of engagement and local theater-unique requirements? (para 6.7.1.)

A1.1.5.9. Are all on-duty security forces equipped with the following: web belt with appropriate ammo pouches, whistle, handcuffs, flashlight, RAB, cold and foul weather gear (depending on climate, geographic location, and time of year), helmet and flak vest/body armor? (para 6.9.3.4. PACAF Sup 1)

A1.1.5.10. Are appropriate vehicles (with emergency lights, sirens and public address system if permanently assigned) provided for ARTs, SRTs, element leaders, element sergeants, area supervisors, and mobile patrols? (para 6.10)

A1.1.5.11. Are security force radio systems equipped with at least two frequencies? (para 6.11.1)

A1.1.5.12. Are elevated barriers used to delineate the restricted area boundary? (para 7.5.1.3. PACAF Sup 1)

A1.1.5.13. For units equipped with pedestrian/vehicle entrapment areas, are turnstiles operational at all times? **Freewheeling either turnstile for convenience is not authorized.** (para 7.5.1.4. (Added) PACAF Sup 1)

A1.1.5.14. Is the height of underbrush and vegetation no higher than 8 inches in the area and all clear zones? (para 7.6.2.2. PACAF Sup 1)

A1.1.5.15. Are compensatory measures implemented where snow accumulation creates unacceptable security conditions, i.e., depth precludes observation of the fence/barrier or renders the fence/barrier useless? (para 7.6.2.4 (Added) PACAF Sup 1)

A1.1.5.16. Does entry point lighting provide shadow-free light (when possible), clearly illuminate entrant's physical appearance, clothing, hand-carried objects and face, and have battery-sustained emergency lighting **or** portable lights or flashlights to support entry control functions if primary and alternate power fails? (para 7.8.4.1.)

A1.1.5.17. Do on-duty supervisors visually inspect all physical security facilities, to include boundary barrier systems, gates, and structures/shelters for tampering, deterioration, and inoperative equipment at least daily? (para 7.16 PACAF Sup 1)

A1.1.5.18. Do clear zones meet the standards outlined below? (para 7.6. and 7.6.1)

A1.1.5.18.1. A 30-foot belt of land (minimum) has been leveled on both sides of a single boundary barrier.

A1.1.5.18.2. A 30-foot belt of land (minimum) has been leveled inside the inner fence, outside the outer fence for dual fences and the entire area between the fences.

A1.1.5.18.3. Remove all possible dips, ridges, ditches and objects that could conceal an intruder or obstruct vision from permanent restricted area clear zones.

A1.1.5.18.4. Position poles, overhead wires, and other features so they can't be used to circumvent the sensor system or fence.

A1.1.5.19. Is restricted area vegetation trimmed or pruned to avoid ground erosion and to avoid cutting down protected plants? (para 7.6.2.3)

A1.1.5.20. Are boundary lights installed that meet criteria in paragraph 7.8.1, AFI 31-101, when permanent restricted areas are fenced and the security system is designed to detect intruders at the boundary? (para 7.9.1)

A1.1.5.21. Does area lighting for permanent restricted areas provide sufficient lighting to detect intruders before they can reach and damage protected resources? (para 7.9.2. PACAF Sup 1)

A1.1.5.22. Is the boundary posted with restricted area signs at 100-foot intervals? (para 7.11)

A1.1.5.23. Are the below security measures implemented? (para 13.3. PACAF Sup 1)

A1.1.5.23.1. Positive entry control.

A1.1.5.23.2. An entry controller, close boundary sentry and mobile patrol for temporary areas. **NOTE**: The entry controller may perform both close boundary and entry control duties provided the boundary can be

adequately observed. When a priority "B" aircraft is parked within a priority "C" area may provide the response capability to the priority "B" aircraft.

A1.1.5.24. **Alert Air Refueling Aircraft**. Are the below additional requirements met? (para 13.8.1 PACAF Sup 1)

A1.1.5.24.1. CSC notified of all trips to the alert aircraft.

A1.1.5.24.2. Aircraft commander or delegated authority the sole authority for granting entry to an alert aircraft.

A1.1.5.24.3. Local procedures developed for entry to the alert aircraft.

A1.1.5.25. Are all priority resources secured when the resources are left unattended? Maintenance personnel should secure all aircraft hatches (if possible) to aid in detection of unauthorized entry to aircraft before relinquishing security responsibility over to the security forces. (para 1.6.3.1. PACAF Sup 1)

A1.1.5.26. Does the unit track aircraft removed from their restricted areas for maintenance? (para 1.6.3.)

A1.1.5.27. Is the security priority retained when aircraft are removed from restricted areas for maintenance? (para 1.6.3)

A1.1.5.28. Is the security force providing response to and making random checks of maintenance hangars and aircraft parked at other locations outside of permanent restricted areas? (para 1.6.3. PACAF Sup 1)

A1.1.5.29. Are owner/user personnel securing maintenance hangars and notifying security forces when aircraft are left unattended? (para 1.6.4.)

A1.1.5.30. Are all security force positions (posts and patrols) assigned Special Security Instructions for use during their tour of duty? (para 1.15.4. PACAF Sup 1)

A1.1.6. **Priority "C" Security Standards**

A1.1.6.1. Is the number of restricted area entry control points kept to an absolute minimum? Entry points are not established for convenience. Secure nonessential flightline controlled, restricted area entry gates and entry control points during maintenance non-duty hours. (para 1.11.3.4. PACAF Sup 1)

A1.1.6.2. Do all personnel with unescorted entry know the duress code? (para 5.9.1.3. PACAF Sup 1)

A1.1.6.3. Can ARTs provide **immediate** response not to exceed 5 minutes to area alarms and incidents? (para 6.6.12)

A1.1.6.4. Can SRTs tactically respond within 5 minutes to priority resources? (para 6.6.11.)

A1.1.6.5. Are security force members thoroughly familiar with the use of force rules of engagement and local theater-unique requirements? (para 6.7.1.)

A1.1.6.6. Are all on-duty security forces equipped with the following: web belt with appropriate ammo pouches, whistle, handcuffs, flashlight, RAB, cold and foul weather gear (depending on climate, geographic location, and time of year), helmet and flak vest/body armor? (para 6.9.3.4. PACAF Sup 1)

A1.1.6.7. Are appropriate vehicles (with emergency lights, sirens and public address system if permanently assigned) provided for ARTs, SRTs, element leaders, element sergeants, area supervisors, and mobile patrols? (para 6.10)

A1.1.6.8. Are security force radio systems equipped with at least two frequencies? (para 6.11.1)

A1.1.6.9. Are elevated barriers used to delineate the restricted area boundary? **NOTE**: The ISC may approve the use of painted lines and painted restricted area signs for priority "C" areas where an elevated barrier is prohibited. Painted lines will be bright red or red-orange color, preferably fluorescent or reflective paints. (para 7.5.1.3. PACAF Sup 1)

A1.1.6.10. For units equipped with pedestrian/vehicle entrapment areas, are turnstiles operational at all times? **Freewheeling either turnstile for convenience is not authorized.** (para 7.5.1.4. (Added) PACAF Sup 1)

A1.1.6.11. Is the height of underbrush and vegetation no higher than 8 inches in the area and all clear zones? (para 7.6.2.2. PACAF Sup 1)

A1.1.6.12. Are compensatory measures implemented where snow accumulation creates unacceptable security conditions, i.e., depth precludes observation of the fence/barrier or renders the fence/barrier useless? (para 7.6.2.4 (Added) PACAF Sup 1)

A1.1.6.13. Has the ISC determined entry point lighting requirements for manned entry control points? (para 7.9.3.2. PACAF Sup 1)

A1.1.6.13. Do on-duty supervisors visually inspect all physical security facilities, to include boundary barrier systems, gates, and structures/shelters for tampering, deterioration, and inoperative equipment at least daily? (para 7.16 PACAF Sup 1)

A1.1.6.14. Has the ISC determined clear zone requirements (based on local conditions and operational considerations)? (para 7.6.1.5. PACAF Sup 1)

A1.1.6.15. **FOR AREAS BUILT AFTER 3 OCT 88,** do clear zones meet the standards outlined below for areas built after 3 Oct 88? (para 7.6. and 7.6.1)

A1.1.6.15.1. A 30-foot belt of land (minimum) has been leveled on both sides of a single boundary barrier.

A1.1.6.15.2. A 30-foot belt of land (minimum) has been leveled inside the inner fence, outside the outer fence for dual fences and the entire area between the fences.

A1.1.6.15.3. Remove all possible dips, ridges, ditches and objects that could conceal an intruder or obstruct vision from permanent restricted area clear zones.

A1.1.6.15.4. Position poles, overhead wires, and other features so they can't be used to circumvent the sensor system or fence.

A1.1.6.16. Is restricted area vegetation trimmed or pruned to avoid ground erosion and to avoid cutting down protected plants? (para 7.6.2.3)

A1.1.6.17. Are boundary lights installed that meet criteria in paragraph 7.8.1, AFI 31-101, when permanent restricted areas are fenced and the security system is designed to detect intruders at the boundary? (para 7.9.1)

A1.1.6.18. Does area lighting for permanent restricted areas provide sufficient lighting to detect intruders before they can reach and damage protected resources? (para 7.9.2. PACAF Sup 1)

A1.1.6.19. Is the boundary posted with restricted area signs at 100-foot intervals? (para 7.11)

A1.1.6.20. Are the below security measures implemented? (para 14.3)

A1.1.6.20.1. Owner and user personnel provide surveillance for aircraft parking areas.

A1.1.6.20.2. Additional forces assigned based on the threat, the geographical location, and other factors.

A1.1.6.20.3. **For Korean Bases only:** entry controllers posted.

A1.1.6.21. Are priority "B" security standards applied for aircraft generating to full combat alert status? (para 13.2.1 (Added) PACAF Sup1)

A1.1.6.22. Are all priority resources secured when the resources are left unattended? Maintenance personnel should secure all aircraft hatches (if possible) to aid in detection of unauthorized entry to aircraft before relinquishing security responsibility over to the security forces. (para 1.6.3.1. PACAF Sup 1)

A1.1.6.23. Does the unit track aircraft removed from their restricted areas for maintenance? (para 1.6.3.)

A1.1.6.24. Is the security priority retained when aircraft are removed from restricted areas for maintenance? (para 1.6.3)

A1.1.6.25. Is the security force providing response to and making random checks of maintenance hangars and aircraft parked at other locations outside of permanent restricted areas? (para 1.6.3. PACAF Sup 1)

A1.1.6.26. Are owner/user personnel securing maintenance hangars and notifying security forces when aircraft are left unattended? (para 1.6.4.)

A1.1.6.27. Are all security force positions (posts and patrols) assigned Special Security Instructions for use during their tour of duty? (para 1.15.4. PACAF Sup 1)

A1.1.7. **Free Zones.**

A1.1.7.1. Is the entry control points to restricted areas containing free zones delegated to contractors? **Not authorized.** (para 1.13.1.2. PACAF Sup 1)

A1.1.7.2. Is the free zone boundary marked with elevated ropes, barriers, fencing, or other suitable materials, to clearly delineate the free zone from the restricted area? (para 1.13.1.3)

A1.1.8. **Alarm Standards**

A1.1.8.1. Does the unit have a full time SF Sensor NCO? (para 8.33)

A1.1.8.2. Does the unit assess the severity of IDS failure against IDS failure categories (catastrophic, major, and partial failures? (para 8.34)

A1.1.8.1. Are alarm monitor consoles and alternate CSC equipped with electronic duress devices that terminate at CSC? **NOTE**: If the alarm console is located in CSC then the duress should terminate at an ECF, Command Post, or other facility that can sound the alarm? (para 7..5. PACAF Sup 1)

A1.1.8.3. Are the IDS items listed below tested quarterly? (Para 8.23 and 8.24)

A1.1.8.3.1. Structures and shelters that routinely contain nonnuclear resources.

A1.1.8.3.2. Junction boxes, Tamper switches, field distribution boxes (FDBs), cable boxes, and other equipment that might allow spoofing, bypassing, or other system sabotage?

A1.1.8.4. Are locally developed IDS intrusion scenarios conducted for vulnerability testing and do these scenarios contain the items listed below? (Para 8.26)

A1.1.8.4.1. Single and multiple intrusions.

A1.1.8.4.2. Incidents involve primary and alternate power systems.

A1.1.8.4.3. Conducted in all types of weather, during daylight, and at night.

A1.1.8.5. Do alarm system operators check annunciation and display equipment at each shift change to determine the status of systems? (Para 8.28)

A1.1.8.6. Have security planners developed "sound" and ISC approved compensatory measures, consistent with AFI 31-101, Chapter 1, for IDS failures and malfunctions? (Para 8.35)

A1.1.8.7. Does the unit randomly test their alarm system (generate an alarm) by selecting sectors of exterior IDS **daily**? (Para 8.24.1)

A1.1.8.8. Is the entire exterior IDS tested at least **monthly**? (Para 8.24.1)

A1.1.8.9. Does the weapons system security superintendent conduct joint quarterly walk-through inspections with BISS maintenance personnel and the sensor NCO to check the following IDS? (Para 8.33.2)

A1.1.8.9.1. Structures.

A1.1.8.9.2. Shelters.

A1.1.8.9.3. Individual resources.

A1.1.8.9.4. Exterior sensor systems.

A1.1.8.10. Are only IDS operators who successfully completed Type 1 contractor-provided training or locally developed training and certified by the CSF performing alarm monitor duties? (Para 8.32. PACAF Sup I)

A1.1.8.11. Are the alarm monitors documenting maintenance on the Air Force Technical Order (AFTO) Form 781a, Maintenance Discrepancy and Work Document? (Para 8.29.1)

A1.1.8.12. Does the Sensor NCO maintain copies of the AFT Form 781a? (Para 8.29.1.2)

A1.1.8.13. Is the alarm monitor recording all alarm data on the AF Form 340, Sensor Alarm Data? (Para 8.29.2)

A1.1.8.14. Is the Sensor NCO maintaining all IDS data for one year to seasonally average the alarm rate? (Para 8.29.2.6)

A1.1.8.15. Is the Sensor NCO maintaining T.O.s and commercial manuals that describe equipment components and operating procedures for IDS in use? (Para 8.31.1) Sensor NCOs must have on hand:

A1.1.8.15.1. The T.O. that make up the Numerical Index Reference Table.

A1.1.8.15.2. T.O. 00-35D-54, USAF Materiel Deficiency Reporting and Investigating System.
EXCEPTION: Security Forces units need not maintain the T.O.s and commercial manuals if they have 24-hour access to them at another agency, such as the communications squadron.
A1.1.8.16. Does the Sensor NCO assist the standardization and evaluation section to develop certification standards for system operators? (Para 8.32)
A1.1.9. **Installation Security Council (ISC).**
A1.1.9.1. Does the installation commander or vice commander chair the Installation Security Council? (para 1.14, PACAF Sup 1)
A1.1.9.2. Are free zones and concept of operations approved in writing by the ISC and maintained by the security forces and organization responsible for the project? (para 1.13.1.6 (added) PACAF Sup 1)
A1.1.9.3. Has the ISC approved the use of painted lines and painted restricted area signs for priority "C" areas where an elevated barrier is prohibited? (para 7.5.1.3. PACAF Sup 1)
A1.1.9.4. Has the ISC determined clear zone requirements priority "C" resources built prior to 3 Oct 88 (based on local conditions and operational considerations)? (para 7.6.1.5. PACAF Sup 1)

A1.2. (#)RESOURCE PROTECTION PROGRAM (AFI 31-209)
A1.2.1.   Does the IRPP include the following? (Para 2.1):
A1.2.1.1. Threat assessment.
A1.2.1.2. Terrain and weather analysis, to include surrounding areas.
A1.2.1.3. Vulnerability assessment for terrorist acts or sabotage.
A1.2.1.4. A concept of operations for resource protection contingencies.
A1.2.1.5. An estimate of friendly force support.
A1.2.2.   Does the IRPP contain contingency operation information for the following? (Para 2.1.1)
A1.2.2.1. Anti-hijack, anti-robbery, and antiterrorist measures.
A1.2.2.2. Bomb threat, civil disturbance, and hostage situations.
A1.2.2.3. Mass casualty incidents, mobility, and nonnuclear munition storage areas.
A1.2.2.4. Other mission-essential resources as directed by the RPEC.
A1.2.2.5. Resident and transient distinguished visitors (DV), resources secured or protected by civilian (contract) police if work stoppages or walkouts occur.
A1.2.3. Does the IRPP contain specific guidance for the following?   (Para 2.1.1)
A1.2.3.1. AA&E shipments.
A1.2.3.2. Other shipments that require safe-haven status.
A1.2.4. Do RPP teams conduct follow-up Program Reviews as follows?   (Para 2.2.2)
A1.2.4.1. **Annually** by the security forces for all AA&E (**Category II** or higher).
A1.2.4.2. **Biennially** (every two years) for areas containing major funds (**$100,000** or more) and areas approved for storage of controlled substances (pharmacies, medical logistical facilities, etc.).
A1.2.4.3. For facilities storing and handling less than **$100,000** when directed by the RPEC?
A1.2.4.4. During off years, do owners/users of controlled areas conduct follow-up program reviews and forward hard copy results to the security forces?
A1.2.5. Does the installation conduct anti-robbery tests as follows? (Para 2.3)
A1.2.5.1. **Annually** for drug facilities and **Category II** or higher AA&E facilities at major fund levels ($100,000 or more).
A1.2.5.2. **Periodically** for other alarm-equipped facilities and customer service areas in relation to local threats, as directed by the RPEC.

A1.2.6.   Has the installation commander determined controlled area entry qualifications and published the procedures in a base directive? (Para 4.2.1)

A1.2.7.   Are firearm storage facilities, where weapons are routinely issued, equipped with battery- or generator-powered emergency lighting? (Para 5.6) **NOTE:** Ensure the system automatically switches over when commercial power fails.

A1.2.8.   Are negotiable instruments such as blank checks, bonds, and money orders stored in a locked container (safe, metal filing cabinet, etc.)? (Para 8.1.4)

A1.2.9.   Is the AF Form 116, Request for Deviation from Security Criteria, used to document program deficiencies? (Para 9.1.1)

A1.2.10. Does the unit use "blanket" waivers for several different deficiencies? --**NOT AUTHORIZED**. (Para 9.1.2)

A1.2.11. Does the responsible activity prepare and coordinate all AF Forms 116 with the installation chief of security forces? (Para 9.1.3)

A1.2.12. Do deviations exceed time periods listed below? (Para 9.1.3)

A1.2.12.1. Temporary (waiver): 1 year, the approving authority can extend after review.

A1.2.12.2. Permanent (exception): 2 years.

A1.2.12.3. Technical (variance): Indefinite period.

A1.2.13. Are all installation deficiencies reviewed **annually** by the RPEC? (Para 9.1.4)

A1.2.14. Do temporary (waiver) deviations contain proposed compensatory measures? (Para 9.1.5)

A1.2.15. Do compensatory measures compensate for the specific deficiency? (Para 9.1.6)

A1.3. (#)ANTITERRORISM PROGRAM/FORCE PROTECTION (AFI 31-210)

A1.3.1. Do commanders have full working knowledge of AT/FP policies and standards? (AFI 31-210, para 3.1.11)

A1.3.2. Do CINC/Service/Agencies use as a minimum the following areas as a baseline when developing specific standards with CINC/Service/Agency-unique requirements to fully implement their AT/FP Program? (AFI 31-210, para 3.2, 3.2.1.1, 3.2.1.2 and 3.2.1.3))

A1.3.2.1. AT/FP plans, Threat Assessment plans, and Incident Response plans.

A1.3.2.2. Procedures to identify physical security requirements and to program for resources necessary to meet requirements.

A1.3.2.3. New construction guidelines.

A1.3.3. Have all commanders, down to the installation commander published a supplement to this instruction implementing further prescriptive standards in AT/FP for command and installation-unique requirements to fully incorporate these standards into their programs? (AFI 31-210 para 3.2.2)

A1.3.4. Do plans include security and law enforcement assets, fortifications, sensors, obstacles, contract/hired forces, unit guards and on-call support from reaction forces, AT/FP training and education, vulnerabilities and associated countermeasures (classified annex), installation priorities, host nation and local coordination. Are plans being reviewed annually? (AFI 31-210, para 3.2.3)

A1.3.5. Has CINC/Service/Agencies clearly established operational responsibility for AT/FP for all units and individuals whether permanently or temporarily assigned? (AFI 31-210, para 3.3)

A1.3.6. Has PACAF identified in their supplement specific operational responsibility for AT/FP down through the installation level for all persons permanently or temporarily assigned? (AFI 31-210, para 3.3.1)

A1.3.7. Has PACAF ensured actions to combat terrorism outside the United States or in conjunction with other CINCS/Services/Agencies comply with applicable status of forces agreements (SOFA), the DOD Foreign Clearance Guide, and memoranda of understanding? (AFI 31-210, para 3.3.2)

A1.3.8. Has PACAF established an antiterrorism program tailored to the local mission, conditions, the terrorist threat, and the national security environment? (AFI 31-210, para 3.3.3)

A1.3.9. Has the installation commander implemented an AT/FP program to combat the local terrorist threat and support the US Air Force AT/FP program? (AFI 31-210, para 3.3.4.1)

A1.3.10. Do plans from the CINC level down clearly describe force protection measures for permanent operations or locations, and in operation orders OPORDS) for temporary operations or exercises? (AFI 31-210, para 3.5.1)

A1.3.11. As a minimum do the plans include procedures outlined in AFI 31-210 paragraphs 3.5.1.1, 3.5.1.2., and 3.5.1.3.?

A1.3.12. Are CINC/Service/Agencies reviewing lower level AT/FP Programs at least once every three years? (AFI 31-210, para 3.6.1.)

A1.3.13. Are the Vulnerability assessments conducted to meet the requirements contained in AFI 31-210? (AFI 31-210, para 3.6.1.1.)

A1.3.14. Has installation commander along with AFOSI prepared a local threat assessment plan to include a threat assessment of terrorism use of weapons of mass destruction? (AFI 31-210, para 3.9.3.)

A1.3.15. Has installation commander established working groups to address the threat and advise on AT/FP programs and does the working group consist of members outlined in AFI 31-210, paragraph 3.10.3.? (AFI 31-210, para 3.10.3.)

A1.3.16. Have procedures been established for the immediate dissemination of threat changes to all personnel and supporting law enforcement agencies? (AFI 31-210, para 3.10.5.)

A1.3.17. Have THREATCON measures outlined in AFI 31-210 paragraph 3.11., 3.12., and 3.13., been developed, coordinated, and complied with? (AFI 31-210, para 3.11., 3.12., 3.13.)

A1.3.18. Have commanders at all levels developed and implemented a Physical Security and Force Protection Plan that includes all measures outlined in AFI 31-210, paragraph 3.15. through 3.15.4? (AFI 31-210, para 3.15 through 3.15.4.)

A1.3.19. Have copies of all plans dealing with AT/FP been forwarded to the installation AT/FP Officer? (AFI 31-210, para 3.15.5.)

A1.3.20. Have training and exercises been conducted IAW AT/FP plans to include all THREATCON measures, evacuation/notification plans and procedures, terrorist use of weapons of mass destruction (WMD), and other key areas outlined in their installation's security plans at least semi-annually? (AFI 31-210, para 3.16.1.)

A1.3.21. Has installation commander, in coordination with the installation Threat Working Group or Force Protection Working Group reviewed the local THREATCON measures at least semi-annually? (AFI 31-210, para 3.17.2.)

A1.3.22. Have installation commander (if assigned to negligible or low threat area) evaluated the need to conduct assessments of off-installation housing areas. Installation commanders will use the process outlined in paragraph 3.14.2 to ensure proper assessment of off-installation housing, if deemed necessary? AFI 31-210, para 3.19.3.)

A1.3.23. Has CINC/Service/Agencies established AT/FP guidelines for new construction to counter-terrorism threat capabilities within the AOR? (AFI 31-210, para 3.20)

A1.3.24. Have commanders developed a prioritized list of AT/FP factors for site selection teams and is the criteria being used to determine if facilities either currently occupied or under construction for occupancy by DoD personnel, can adequately protect occupants against terrorism attack? (AFI 31-210, para 2.21.)

A1.3.25. Has installation commander developed a prioritized list of AT/FP factors based on the current threat for site selection teams for determining suitability for use by DoD personnel and has OSI, Medical, Intelligence, Security Forces, and Civil Engineers provide input into this process? (AFI 31-210, para 3.21.2.)

A1.3.26. Has CINC/Service/Agencies conducted a pre-deployment AT/FP vulnerability assessment for all units prior to deployment? (AFI 31-210, para 3.22)

A1.3.27. Have commanders implemented AT/FP measures that reduce risks before, during and after deployment and were the standards implemented in a timely manner?
(AFI 31-210, para 3.22.1.)

A1.3.28. Did the assessment include a medical member qualified to evaluate the safety, and vulnerability of local food and water sources, perform an epidemiological risl assessment, evaluate local medical capabilities, perform a vector/pest risk assessment, determine adequacy of hygiene of local billeting and public facilities, and perform and environmental risk assessment to provide the necessary background data for sizing the force protection package? (AFI 31-210, para 3.22.2.)

A1.3.29. Has CINC/Services/Agencies ensured each installation has a AT/FP Officer/NCO or equivalent assigned, responsible to the commander for AT/FP requirements? (AFI 31-210, para 3.23.)

A1.3.30. Has installation commander appointed in writing an AT/FP Officer/NCO and alternate to serve as the installation commander's primary advisor and have both received formal education at an approved Level II course. If commander has exempted them from Level II training, is it in writing? (AFI 31-210, para 2.23.4.)

A1.3.31. Do AT/FP Officers/NCOs have publications outlined in attachment 1? (AFI 31-210, para 2.23.4.1.)

A1.3.32. Has CINC/Services/Agencies ensured all personnel assigned receive the appropriate training for individual antiterrorism awareness prior to deploying or traveling outside the United States, its territories and possessions and are the individuals records updated in accordance with the DoD Component policy? (AFI 31-210, para 3.24.)

A1.3.33. Have all AF personnel deploying, PCSing, on leave, or traveling outside of the continental US received Level I training? (AFI 31-210, para 3.24.7.)

A1.3.34. Has installation commander developed procedures to ensure all military and civilian personnel traveling overseas TDY, PCS, or on leave, including family members and DoD contract personnel on official travel, receive Level I Antiterrorism Awareness Training and is it documented? (AFI 31-210, prar 2.24.8.1.)

A1.3.35. Are unit training monitors documenting force protection training being conducted?
(AFI 31-210, para 3.24.8.4.)

A1.3.36. Are MAJCOM/SFs providing Level III training to squadron commanders during MAJCOM squadron commander orientation seminars? (AFI 31-210, para 3.24.10.)

A1.3.37. Are Combatant Commanders ensuring all DoD personnel entering their AOR have been provided country-specific information on AT/FP? (AFI 31-210, para 3.25.)

A1.3.38. Are Combatant Commanders ensuring that personnel assigned to high risk billets and high risk to terrorist attacks receive appropriate AT/FP training prior to assuming duties?
(AFI 31-210, para 3.26.)

A1.3.39. Are itineraries and travel itineraries marked For Official Use Only and Confidential when officials travel to high-threat areas? (AFI 31-210, para 3.26.4)

A1.3.40. Have commanders ensured that DoD personnel and dependents assigned to Medium and High Threat locations have been given guidance, at least annually on appropriate conduct in the event they are taken hostage or kidnapped? (AFI 31-210, para 3.27.)

A1.3.41. Has installation commander prepared installation-wide terrorism incident response plans? (AFI 31-210, para 3.28.)

A1.3.42. Do Terrorism Incident Response Plans contain residential location information for all DoD personnel and their dependents assigned to Medium, High or Critical Terrorism Threat Level areas and do they provide a way to notify personnel of changes to the terrorist threat impacting personal security and security arrangements to protect personnel living on the civilian economy? (AFI 31-210, para 3.29., 3.29.1.)

A1.3.43. Have CINCs/Services/Agencies developed estimates for potential terrorist use of Weapons of Mass Destruction (WMD) in their AORs? (AFI 31-210, para 3.31.)

A1.3.44. Has installation commander incorporated threat information regarding terrorist use of weapons of mass destruction into their installation's threat assessment plan? (AFI 31-210, para 3.31.1.)

A1.3.45. Has commander assessed the vulnerability of installations, facilities, and personnel within their AOR to terrorist use of WMD? (AFI 31-210, para 3.32.)

A1.3.46. Has installation commander ensured potential terrorist use of WMD is part of their vulnerability assessment in accordance with Standard 14 of this instruction, developed with supporting base agencies, such as civil engineering, readiness, medical, etc.? (AFI 31-210, para 3.32.1.)

A1.3.47. Has installation commander ensured all AT/FP plans cross-reference or include disaster response force procedures contained in Disaster Preparedness Operations Plan 32-1? (AFI 31-210, para 3.33.2.)

Attachment 2
*UNIT SELF INSPECTION CHECKLIST

A2.1. THE AIR FORCE PHYSICAL SECURITY PROGRAM (AFI 31-101)
A2.1.1. Concepts and Compliance
A2.1.2. Is the status of open restricted area work orders and projects discussed (and documented) at ISC meetings? (Para 1.13.1.5. PACAF Sup I)
A2.1.3. Has an ISP been published (required for bases that routinely support priority resources) and approved by the installation commander? (**NOTE**: The installation resource protection plan and other related operation plans may be combined with the ISP) (Para 1.16.1.1)
A2.1.4. Are detachment, and off-base communications site THREATCON response information listed in the host base or main operating base ISP? (Para 1.16.1.2. PACAF Sup I)
A2.1.5. Has each installation or site possessing or supporting priority resources developed a security education and motivation program? (**NOTE**: Performed through detection exercises in restricted areas and the results briefed to the ISC). (Para 1.21.1 (Added) PACAF Sup I)
A2.1.6. At a minimum, has a Security Program Exercise (requiring participation by other base agencies) been conducted within the last six months? (Para 1.23)
A2.1.7. For units that conduct FoF training during local exercises, higher headquarters inspections, and JCS exercise FOAL EAGLE, the following rules apply: (Para 1.24.1. PACAF Sup I)
A2.1.7.1. Has the unit developed a local training plan that outlines, as a minimum, training objectives, CSF-approved scenarios, rules of engagement, exercise control, evaluation and critique procedures and safety rules. Training aids must include an engagement simulation system and appropriate blank and pyrotechnic training munitions. (Para 1.24.1.1. (Added) PACAF Sup I)
A2.1.7.2. Did the unit conduct FoF training within areas containing priority A or B resources? *Not authorized.* (Para 1.24.1.2. (Added) PACAF Sup I)

A2.2. RESTRICTED AREA CIRCULATION CONTROL PROCEDURES (AFI 31-101)
A2.2.1. Has the installation commander designated restricted area coordinating officials (by position) in the ISI? (Para 5.2.1.2)
A2.2.2. Is the Air Force Form 2586, "Unescorted Entry Authorization Certificate," used to document, coordinate, and approve unescorted entry authority? (Para 5.2)
A2.2.3. Are only people assigned to the badge-issuing activity and appointed in writing by the installation Chief, Security Forces authorized to issue restricted area badges? (Para 5.3.1.2)
A2.2.4. Does the restricted area badge-issuing official comply with the restricted area badge inventory procedures listed below? (Para 5.3.5)
A2.2.4.1. Each badge is inventoried by serial number and the sender advised of discrepancies.
A2.2.4.2. Each series of the badge is logged on separate copies of Air Force Form 335, "Issuance Record Accountability Identification Card".
A2.2.4.3. Each badge serial number is entered in Column A and the local badge number, if used, is entered in Column D (re-titled "local badge number").
A2.2.4.4. Attach AF Form 213, "Receipt for Accountable Form," along with reports of investigations for lost badges, and certificates of destruction. To record destruction use a letter or Air Force general purpose form. Record the following information: badge number destroyed, date of destruction, and signature of an authorized official. **NOTE**: As a minimum, secure automated badge making materials (card stock and specially marked laminates) in a locked steel cabinet.

A2.2.4.5. The installation CSF appoint a commissioned officer or senior NCO to audit all in-stock restricted area badges **annually.** (Para 5.3.7.1) **NOTE**: The issuing official must inventory in-stock badges before a new official takes charge. During an audit or inventory, use AF Form 335 to account for issued badges.

A2.2.5. Are restricted area badges produced according to the below listed requirements? (Para 5.3.1.3)

A2.2.5.1. "Grade" on the badge carrier; OFF (officer), ENL (enlisted), CIV (civilian), OSI (AFOSI special agents), ART-OFF (Air Reserve technician officer), or ART-ENL (Air Reserve technician enlisted).

A2.2.5.2. Last six numbers of the bearer's social security number (SSN) entered in the block marked "SSN".

A2.2.5.3. Unused numbers on the badge are blocked out to show specific restricted areas on the installation where the bearer may **not** enter unescorted.

A2.2.5.4. The badge is marked with a locally devised code feature before lamination.

A2.2.5.5. If the bearer serves as a designated escort official, a capital letter "E" is stamped or typed to the right of the numbers 1 to 10 or to the left of numbers 11 to 20 to show the restricted area where the bearer may perform escort official duties.

A2.2.6. Does the badge-issuing office receive all personnel departure notices and establish a suspense system for departing personnel's badges and copies of AF Form 2586? (Para 5.3.9.2)

A2.2.7. If used, are temporary restricted area badge systems set up to comply with the guidelines listed below? (Para 5.5.1)

A2.2.7.1. Use distinctly marked RABs (AF Form 1199) to identify people having temporary unescorted entry.

A2.2.7.2. Require positive identification at entry control points.

A2.2.7.3. The temporary badge *never* leaves the restricted area.

A2.2.7.4. People issued badges have no disqualifying records under the industrial, personnel, or information security programs.

A2.2.8. Does the unit use a temporary badge as a 1-day substitute for lost or forgotten badges? **NOT AUTHORIZED** (Para 5.5.1.3. NOTE)

A2.2.9. Does the unit fabricate or create homemade badge systems? **NOT AUTHORIZED** (Para 5.5.2)

A2.2.10. Are designated escort officials trained and certified? (Para 5.11.2)

A2.2.10.1. Are escort officials recertified annually and when significant changes occur in visitor escort procedures? (Para 5.11.2)

A2.2.11. Do EALs contain the information listed below? (Para 5.12.2)

A2.2.11.1. Name, rank, and last six numbers of the SSN.

A2.2.11.2. Organization.

A2.2.11.3. Badge number.

A2.2.11.4. Clearance status.

A2.2.11.5. Dates of visits (if applicable).

A2.2.11.6. Expiration date.

A2.2.12. Is one of the approved support techniques listed below used with restricted area badges to control area entry? (Para 5.8.1-4)

A2.2.12.1. **Personal Recognition**. Use personal recognition after the EC initially verifies the individual's authority to enter the restricted area.

A2.2.12.2. **Checking Signatures and Credentials**. Ask the bearer to produce a personal identification credential (DD Form 2, "U. S. Armed Forces Identification Card," for instance) with a picture or signature. Compare this with data on the restricted area badge.

A2.2.12.3. **Entry Authority Lists**. Installations: (Para 5.12)

A2.2.12.3.1. Maintain this list as a computer product, card file, Air Force Form 2586 file, message, or letter.

A2.2.12.3.2. Use a formal procedure for authenticating and distributing EALs through a security-force supervisor.

A2.2.12.4. **Verify entry authority by telephone or radio.**

A2.2.12.4.1. Designated unit dispatching agencies or similar authorities notify CSC when a person needs to enter an area.

A2.2.12.4.2. Security controllers verify they received the notification and inform the area EC of the impending entry.

A2.2.12.5. **Sign and Countersign.**

A2.2.12.5.1. Establish a sign that personnel must give in order to pass through an area in reply to another sign. Use these signs and countersigns to facilitate entry into restricted and close-in areas during alert force launches and emergencies.

A2.2.13. Has the ISC developed procedures to ensure locally determined sensitive operations are not photographed or recorded? Have procedures been coordinated with the local PA office? (Para 5.17 (Added), PACAF Sup I)

A2.2.14. During increased THREATCON CHARLIE or DELTA, are affected PACAF SF armed with the M203 and MK 19 in accordance with local air base defense plans? (Para 6.8.3.4. PACAF Sup 1)

A2.2.15. Does the unit allow 40mm HEDP, NSN 1310-00-992-0451, B546 (M-203), and NSN 1310-01-159-8043, B542 (MK-19), to be stored in the security force armory? **NOTE**: This is classified as CD 1.1 munitions and is **NOT AUTHORIZED**. (Para 6.8.3.4.1. PACAF Sup I)

A2.2.15.1. Is the 40mm HEDP ammunition issued during inspections or exercises? **NOT AUTHORIZED**? However, can the unit demonstrate the capability to employ the ammo as the situation dictates? (Para 6.8.3.4.2. PACAF Sup I)

A2.2.15.2. Are procedures established for the storage, transfer, handling, and accountability of 40mm ammo, in the unit operating instructions? (Para 6.8.3.4.3. PACAF Sup I)

A2.3. PHYSICAL SECURITY PROGRAM FACILITIES (AFI 31-101)

A2.3.1. Has the ISC designated the law enforcement desk as CSC in the ISP, ISI, or ISC minutes? (All PACAF installations currently have this option.) (Para 7.2.1)

A2.3.2. Does CSC or a combined CSC/LED meet the following requirements?   (Para 7.2.1)

A2.3.2.1. Designated a controlled area.

A2.3.2.2. Designed and equipped as follows: (Para 7.2.1.1. - 7.2.1.10(Added))

A2.3.2.2.1. Suitable ventilation or air conditioning?

A2.3.2.2.2. doors that lock when not in use and a cipher lock or level 1 advanced AECS on the main entry door?

A2.3.2.2.3. A one-way glass panel, CCTV, or similar viewing device set in the main door to identify people requesting entry who don't have the cipher code?

A2.3.2.2.4. An auxiliary power unit or alternate source of electrical power (independent of the normal base power system) for operating essential lights, communication, and alarm equipment during emergencies?

A2.3.2.3. Annunciator panel and remote annunciator IDS display.

A2.3.2.4. Main terminal for the LMR base station and landline system.

A2.3.2.5. Direct line communications between the security force controller and the person requesting entry and land-line communication with each fixed, permanent, static sentry post, command post, control tower, law enforcement desk (LED), fire department, subordinate C3 facilities, flight line job control, and munitions control.

A2.3.2.6. Support rooms, including an office for the on-duty element leader and element sergeant, security force break room and a covered area or room for guardmount.

A2.3.3. Are sentry shelters for all normal security fixed posts equipped with heat, light, and ventilation? (Para 7.2.6)

A2.3.4. Does the unit use special purpose lighting to support restricted areas containing priority resources during normal/contingency operations to compensate for inadequate or inoperative boundary, area or entry-point lighting? (Para 7.9.4)

A2.3.5. Have units established an alternate CSC? (Para 7.2.2)

A2.3.6. Do all installations equipped with detection-enhancement devices (thermal imagers, starlight scopes, etc), have a concept of operations for employment of this equipment and are the security forces trained on their use? (Para 7.10. PACAF Sup 1)

A2.3.7. Are restricted area signs posted along restricted area boundary at distances not exceeding **100** feet? (Para 7.11)

A2.3.8. Does the installation use the AFVA 31-101 or appropriate MAJCOM visual-aid restricted area signs, mounted on metal backings? Are signs translated into the host-nation language in a foreign country or in areas where languages other than English predominate? (Para 7.11.1.1)

A2.3.9. If required, are host nation governing laws placed on the translated restricted area sign (stand-alone or combined with U.S.C. wording)? (Para 7.11.1.1. PACAF Sup I)

A2.3.10. Are security forces trained to start emergency power sources, when and where applicable? (Para 7.14)

A2.3.11. Is there automatic switch over to alternate power in permanent restricted areas containing priority **'A'** and **'B'** resources? (Para 7.14. PACAF Sup I)

A2.3.12. Are generator rooms secured with a Type 1 lock attached to a compatible hasp? (Para 7.14.1. PACAF Sup I)

A2.3.13. Are all openings which pass through or under the boundary barrier, such as drainage culverts, having a cross-sectional area greater than 96 square inches and a smallest dimension greater than 6.4 inches secured to form obstacles to unauthorized entry equivalent to the fence itself? Use welded steel grating, grills, manhole covers, or similar devices. (Para 7.15. PACAF Sup I)

A2.3.14. Has the CSF established a key and lock control program for all security forces controlled locks? (Para 7.15.1. PACAF Sup I)

A2.3.15. Do owner/user personnel inspect restricted areas when security forces are not assigned? (Para 7.16)

A2.3.16. Are the security forces inspecting the exterior of all structures, fences, and gates for areas containing Priority 'A' and 'B' resources once every eight hours for signs of tampering, deterioration, and inoperative equipment? Every 24 hours for Priority 'C' resources? (Para 7.16.4 (Added) PACAF Sup 1)

A2.4. INTRUSION DETECTION SYSTEMS (IDS) (AFI 31-101)

A2.4.1. For those installations using the Flightline Security Enhancement Program (FSEP), are procedures developed to safeguard FSEP videotapes following flightline events (e.g. aircraft mishaps, security incidents, etc) until investigators examine them? (Para 8.36.1. PACAF Sup I)

A2.5. STANDARD FOR COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTER (C4) SYSTEMS (AFI 31-101)

A2.5.1. Are all PACAF C4 facilities currently assigned a security priority, afforded the appropriate security protection? (Para 9.2)

A2.5.2. In addition to security requirements outlined in AFI 31-101 for all priority resources, are all off- base C4 facilities afforded the following additional safeguards? (Para 9.3.1.1)

A2.5.2.1. Walls built of "substantial" material.

A2.5.2.2. **16-gauge** sheet cover for external doors (secured to prevent easy removal).

A2.5.2.3. Peened or welded door hinges.

A2.5.2.4. Bar and screen (chain-link or expanded **9** gauge or higher gauge metal) protection for external windows, vents and other openings.

A2.5.2.5. For off-base priority 'C' facilities, a substantial boundary barrier. **[NOTE**: The AF goal is Type A fencing.]

A2.5.3. Has the ISC determined fencing requirements? (Para 9.3.1.2. PACAF Sup I)

A2.5.4. Are restricted area signs placed along the boundary IAW Chapter 7? If boundary fencing is not installed, are signs placed on the outer facility walls at intervals meeting the requirements of this instruction? Are signs displayed at each entry to the facility? (Para 9.3.1.2. PACAF Sup I)

A2.5.5. Are the following items located at the C4 priority resource facilities locked or alarmed? (Para 9.3.3.1)

A2.5.5.1. Manhole covers.

A2.5.5.2. Cable vaults.

A2.5.5.3. Junction boxes.

A2.5.5.4. Water and fuel filler pipes that provide entry to utilities and cable routes serving facilities secured under this instruction.

A2.5.5.5. Facilities housing alternate power sources.

A2.5.6. Has the unit incorporated security plans for C4 facilities and sites in the installation security plan? (**NOTE:** When a non-USAF host agency supports a site or facility, incorporate security plans in appropriate agreements with host-nation civil or military agency.) (Para 9.5 and PACAF Sup 1)

A2.5.7. For remote communications sites where SF forces are not assigned, does the main operating/support base perform the below listed functions? (Para 9.5. PACAF Sup 1)

A2.5.7.1. Exercise staff supervision for security related matters.

A2.5.7.2. Plan site day-to-day and expanded security operations.

A2.5.7.3. ISC reviews the adequacy of site security and initiates corrective actions, as required.

A2.5.8. Are site weapons and ammunition secured IAW AFI 31-209? (Para 9.5.3. PACAF Sup I)

A2.5.9. Are host nation response force procedures included in the main operating/support base ISP or ISR? (Para 9.5.5. PACAF Sup I)

A2.5.10. Do sites use the security reporting and alerting system IAW AFI 31-101? (Para 9.5.6. PACAF Sup I)

A2.5.11. Has the ISC determined the necessity for site augmentor forces? (Para 9.5.7. PACAF Sup I)

A2.5.12. At sites not occupied by US security forces, are site personnel (including DoD contractors) cognizant of, and capable of implementing the security reporting and alerting system and site defense procedures? (Para 9.5.7. PACAF Sup I)

A2.6. STANDARD FOR PRIORITY B AIRCRAFT (AFI 31-101)

A2.6.1. Are the aircraft listed below protected as Priority '**B'** resources? (Para 13.2)

A2.6.1.1. Alert (conventional) fighter, reconnaissance, air support, and air refueling aircraft.

A2.6.1.2. F-117A aircraft when away from home stations.

A2.6.1.3. All airborne warning and control system (AWACS) aircraft.

A2.6.1.4. U-2R aircraft? (**EXCEPTION**): Those stationed in CONUS, Alaska, and Hawaii.

A2.6.1.5. Aircraft outside CONUS, Alaska, Hawaii; CINCPACOM, TACAMO aircraft when preflight and maintenance ready, and non-alert E-4.

A2.6.1.6. RC-135s.

A2.6.1.7. Any aircraft permanently or temporarily Sensitive Compartmented Information (SCI) configured and C-130s permanently configured for airborne reconnaissance missions or carrying pallets (COMFY LEVI and SENIOR Scout), vans, or containers for SCI operations.

A2.6.1.8. Alert COMPASS CALL aircraft, and B2 Bombers.

A2.6.2. Is joint regulation AR 190-16/AFJI 31-102/OPNAVINST 55-30.15/MCO 5500.13/ DLAR 5710.4 used to implement aircraft security requirements for locations controlled by other military services? (Para 13.7)

A2.6.3. Are the following security procedures implemented for SCI aircraft? (Para 13.8.2)

A2.6.3.1. All hatches secured to prevent undetected entry to the aircraft.

A2.6.3.2. Hatches that cannot be locked secured with numbered seals.

A2.6.3.3. The maintenance supervisor or aircrew installs seals and provides seal numbers to the security force.

A2.6.3.4. The security force periodically checks the seals.

A2.6.3.5. SCI mission aircraft accredited as airborne special compartmented information facilities (SCIF) are locked and sealed when unattended. Personnel locking and sealing, or opening accredited aircraft have authorized SCI access. EALs provided for accredited SCIF mission aircraft when parked in restricted areas. SCI mission aircraft without airborne SCIF accreditation only require an EAL when parked in temporary restricted areas.

A2.6.3.6. The aircraft commander or maintenance supervisor provides the security force with the EAL for authentication.

A2.7. STANDARD FOR PRIORITY C AIRCRAFT (AFI 31-101)

A2.7.1. Are the aircraft listed below protected as Priority '**C'** resources? (Para 14.2)

A2.7.1.1. Non-alert air support, fighter, air refueling, and F-117A aircraft when at home station.

A2.7.1.2. U2R aircraft in CONUS, Alaska, and Hawaii.

A2.7.1.3. Non-alert PACCS, TACAMO, and EC-135 aircraft.

A2.7.1.4. Airlift (C-5A, C-17, C-130, C-141, etc) and Civil Reserve air fleet aircraft.

A2.7.1.5. SOF aircraft that aren't configured as special-mission aircraft during COMFY LEVI and SENIOR SCOUT missions.

A2.7.1.6. Alert helicopters that specifically support NAOC operations.

A2.7.1.7. Non-alert bomber aircraft (except B-2s) and bomber aircraft that support conventional combat operations.

A2.7.1.8. RC-135 aircraft, unless SCI-configured.

A2.7.1.9. HC-130 rescue aircraft.

A2.7.1.10. CINCPACOM's aircraft in Hawaii, Alaska, and Guam.

A2.7.2. Unless otherwise directed by HQ PACAF/SF, are AMC civilian-contracted aircraft protected IAW resource protection standards? (Para 14.2, PACAF Sup 1)

A2.7.3. Has the ISC determined supporting force responsibilities? (Para 14.4.2. PACAF Sup I)

A2.7.4. Are transient aircraft parked in existing restricted areas? [Para 14.4.4 (Added) PACAF Sup I]

A2.7.5. If transient aircraft can't be parked in existing restricted areas, are they parked in the most secure area, provided random patrol coverage as determined by the ISC, and protected by physical security aids IAW Chapter 7, AFI 31-101? (Para 14.4.4 (Added) PACAF Sup I)

A2.8. THE AIR FORCE RESOURCE PROTECTION PROGRAM (RPP) (AFI 31-209)

A2.8.1.   Does the Chief of Security Forces (CSF) supervise the RPP by (Para 1.9.1):

A2.8.1.1. Conducting program reviews and technical surveys?

A2.8.1.2. Publishing directives and developing plans?

A2.8.1.3. Coordinating RPP-related construction projects and contracts?

A2.8.1.4. Monitoring training of installation RPP focal points?

A2.8.2. Does the Chief of Security Forces (CSF) manage the RPP by (Para 1.9.3):

A2.8.2.1. Recording Resource Protection Executive Committee (RPEC) meeting minutes?

A2.8.2.2. Accomplishing program review reports?

A2.8.2.3. Controlling program waivers and exceptions?

A2.8.3. Does the RPEC meet at least once a year? (Para 1.11)

A2.8.4. Has the installation commander selected RPEC committee members from major functional areas, to include representatives from tenant organizations? (Para 1.11)

A2.8.5. If appointed by chairperson, do RPEC working groups accomplish the following? (Para 1.12)

A2.8.5.1. Identify mission-essential resources.

A2.8.5.2. Determine installation threat and draft appropriate protective standards.

A2.8.5.3. Test program effectiveness.

A2.8.6. Have installation leaders and planners translated basic RPP requirements into local implementation procedures? (Para 2.1.2)

A2.8.7. Does the security forces RPP Manager coordinate initial and follow-up program reviews? (Para 2.2)

A2.8.8. Have RPP teams conducted an initial detailed survey of the installation to assess protection requirements? (Para 2.2.1)

A2.8.9. Were security forces, civil engineering and communications representatives part of RPP Initial Program Review teams? (Para 2.2.1)

A2.8.10. Do program review reports contain the following? (Para 2.2.3)

A2.8.10.1. Methods for indoctrinating personnel on circulation control procedures.

A2.8.10.2. An assessment of education and motivation programs.

A2.8.10.3. An assessment of physical protection for facilities and equipment.

A2.8.11. Does the IRPP or security plan prescribe frequency for anti-robbery tests for alarmed facilities not covered by regulation? (Para 2.3. PACAF Sup I)

A2.8.12. Has the installation commander established a Crime Stop program? (Para 2.4.1)

A2.8.13. Does the law enforcement desk have a telephone line for reporting crimes in-progress from both on and off base? (Para 2.4.2) [**NOTE:** Installations with on-line access to local 911 Emergency Reporting Systems may choose to use that system as their Crime Stop hot line.]

A2.8.14. Is field interview data provided to the security forces investigations branch? (Para 2.4.4)

A2.8.15. Has the installation commander established entry and internal controls to deter unauthorized people from entering an installation? (Para 2.5)

A2.8.16. Does the IRPP or security plan outline unique entry procedures for contingency operations? (Para 2.5)

A2.8.17. Have the following minimum installation controls been established? (Para 2.5.2)

A2.8.17.1. Fence the installation perimeter, as determined by the RPEC.

A2.8.17.2. Operate only the minimum number of perimeter gates required for operational requirements.

A2.8.17.3. Locate warning signs on the:

A2.8.17.3.1. Installation entrances.

A2.8.17.3.2. Installation perimeter.

A2.8.17.3.3. Controlled area boundaries and entrances (**exclude** camouflaged tactical areas).

A2.8.18. Has the installation commander and RPEC approved installation gate closure devices? (Para 2.5.7)

A2.8.19. Have security forces planners developed specific procedures for using gate closure devices? (Para 2.5.7)

A2.8.20. **Non-U.S. Located Bases:** Do plans for USAF intervention during civil disturbances and relief assistance efforts comply with host-nation, bilateral agreements, and international pacts? (Para 2.7.1)

A2.8.21**. Non-U.S. Located Bases:** Do local plans address provisions for host nation civil or military assistance during civil disturbances and other situations posing a threat to USAF resources? (Para 2.7.1)

A2.9. EQUIPMENT AND FACILITIES (AFI 31-209) (RPP)

A2.9.1. Is DoD 5100.76-M and AFM 31-224, Resource Protection/Security, Facilities, and Equipment used to determine AA&E fence and lighting criteria? (Para 3.2)

A2.9.2. Has the RPEC identified facility back-up power requirements to the base civil engineer? (Para 3.3)

A2.9.3. Do resource protection planners use AF TO 31S9-4-1-111, Selection and Application of Joint Services Interior Intrusion Detection System (JSIIDS), to decide which components are best for a particular application? (Para 3.4)

A2.9.4. Has the RPEC established a plan for replacing IDE (normal life cycle of 10 years)? (Para 3.4.4)

A2.9.5. Is the local civil engineer consulted when designing or modifying IDE? (Para 3.4.5)

A2.9.6. Does the local communications unit provide and maintain IDE telephone line support? (Para 3.4.5)

A2.9.7. Does the IDE owner/user conduct **quarterly** tests of all IDE alarms with the alarm monitor? (Para 3.4.6)

A2.9.8. Is the AF Form 2530, Alarm System Test Record, used to record IDE tests? (Para 3.4.6)

A2.9.9. Are AFVA 125-20 signs posted at entry control points of large facilities/areas containing numerous IDE, e.g., nonnuclear munition storage areas (NMSA)? (Para 3.4.7)

A2.9.10. Do users of IDE follow procedures (Para 3.4.8)?

A2.9.10.1. Are Control Units (local intelligence unit) for JSIIDS, Integrated Commercial Intrusion Detection System (ICIDS), Commercial Interior Intrusion Detection System (CIIDS), or any locally procured system kept **inside** alarmed areas? (Para 3.4.9)

A2.9.10.2. Do IDE users maintain a log of nuisance and false alarm for a **90-**day period? (Para 3.4.12)

A2.10. CONTROLLED AREAS (AFI 31-209) (RPP)

A2.10.1. Are controlled areas limited to areas requiring additional protective measures beyond the installation's required positive circulation controls? (Para 4.1.1)

A2.10.2. Has the installation commander implemented entry control measures for storage areas containing mission-essential resources not covered by AFPD 31-1; such as warehouses storing aircraft or weapon systems spare parts, and areas where personnel process large volumes of classified material? (Para 4.1.2)

A2.10.3. Does the base use a controlled area designation as a substitute for positive control within an area? -- **NOT AUTHORIZED.** (Para 4.1.3)

A2.10.4. Has the RPEC determined if a controlled area badge system is essential for personnel entry and circulation control? (Para 4.2.3)

A2.10.5. Have local procedures been established if the RPEC mandates employing controlled area badges? (Para 4.2.3)

A2.10.6. Does the owner/user oversee the controlled area badge system? (Para 4.2.3)

A2.10.7. With the exception of the following guidance, are procedures in AFI 31-101, The Air Force Physical Security Program, used if the RPEC decides to use the AF Form 1199 for controlled area entry and circulation control? (Para 4.2.3)

A2.10.7.1. Waive the security clearance requirement for escorted officials (if this requirement exists).

A2.10.7.2. Do **not** impose a security clearance requirement for controlled areas unless otherwise directed by the responsible activity.

A2.10.7.3. Consider using a different series of the AF Form 1199 than the one used for restricted areas on the installation.

A2.10.8. Does the installation commander or designee inform contractors (in writing) of free zone procedures? (Para 4.4.1)

A2.11. PROTECTION OF ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) (AFI 31-209)

A2.11.1. Are installation firearms protected by IDE? (Para 5.2.1)

A2.11.2. In addition to the standards in DoD 5100.76-M, are the following mandatory standards complied with? (Para 5.2.1)

A2.11.2.1. AA&E facilities equipped with duress alarms unless weapons are stored in a restricted area containing Priority A resources. [**NOTE:** The installation commander reviews situations on a case-by-case basis to determine whether facilities require duress alarms.]

A2.11.2.2. AF Form 1473, Gun and Equipment Room Inventory, used to document inventories.

A2.11.2.3. Weapons physically inventoried when opening the facility.

A2.11.2.4. AA&E facilities staffed 24 hours per day and those frequently opened for shift change inventoried every time custody changes.

A2.11.3. Have commanders designated, in writing, which people having unescorted entry to AA&E facilities? (Para 5.5)

A2.11.4. Have local procedures been developed for emergency entry into firearm storage facilities? (Para 5.5.1)

A2.11.5. Are firearms storage facilities equipped with emergency lighting for the interior, entrances, and issue windows? (Para 5.6)

A2.11.6. Has the installation commander determined (case-by-case review) which firearm storage facilities require emergency power and lighting? (Para 5.6.1)

A2.11.7. Are classified munitions protected IAW DoD 5100.76-M. or DoD 5200.1-R, Information Security Regulation, or AFI 31-401, Information Security Program Management. [**NOTE:** Use the standard that is most stringent.] (Para 5.7.1)

A2.11.8. Do munitions personnel notify the installation chief of security forces (ICSF) when munitions and explosive levels change or alter the NMSAs risk category? (Para 5.7.2)

A2.11.9. Do NMSA owner/user personnel inform the security forces when they relinquish area security at the end of the duty day? (Para 5.7.3)

A2.11.10. Do NMSA owner/user personnel inform the security forces of munitions level changes and locations at the end of the duty day? (Para 5.7.3)

A2.11.11. Does the RPEC establish protection standards for minimum operational levels of certain munitions (signal flares, starter cartridges, etc.) that pose no hazard in small quantities? [**NOTE:** These munitions should be stored IAW safety criteria and must **not** exceed the operational level of a **5-day** peacetime supply.] (Para 5.8)

A2.11.12**. (AFRES and ANG units only)** Are Air National Guard and Air Force Reserve units permitted to store **Category I** risk items? --**NOT AUTHORIZED. [Exception:** Facilities located on military installations with armed guard response capability.] (Para 5.9.1)

A2.11.13. Are aircraft guns and pod (when removed) stored in the gun shop or other building with a lockable door and steel bars or equivalent barriers over windows and other openings? (Para 5.10.2)

A2.11.14. Are DoD 5100.76-M guidelines used to determine AA&E lock specifications? (Para 5.10.2)

A2.11.15. Is at least one of the procedures listed below used if the RPEC determines indoor secure storage of weapons larger than .50 caliber is ineffective? (Para 5.10.3)

A2.11.15.1. Store weapons within a restricted or controlled area that has an entry controller.

A2.11.15.2. Ensure the using agency assigns a person to continuously monitor the weapons—person must be knowledgeable and capable to sound an alarm.

A2.11.15.3. Inform the security forces of weapons location so they can perform periodic checks.

A2.11.16. Are keys to AA&E storage facilities, rooms, and intrusion detection systems maintained IAW DoD 5100.76-M? (Para 5.12)

A2.12. PROTECTING FUNDS AND OTHER RESOURCES (AFI 31-209) (RPP)

A2.12.1. Are custodians for Defense Commissary Agency (DeCA); Morale, Welfare, Recreation, and Services (MWRS); and AAFES facilities aware their facilities must be protected IAW their manuals (protection standards must be equal to those found in AFI 31-209, Chapter 8)? (Para 8.1.1)

A2.12.2. Are post offices located on bases in CONUS or in United States possessions encouraged to follow AFI 31-209? (Para 8.1.2)

A2.12.3. Do Air Force post offices operated by the Base Information Transfer Center follow guidance in AFI 31-209? (Para 8.1.2)

A2.12.4. Do all AF personnel who control appropriated, nonappropriated, and other government funds or negotiable instruments follow guidelines established in AFI 31-209? (Para 8.1.3)

A2.12.5. Are tickets held for resale at MWRS and AAFES facilities provided the same level of protection as the resalable merchandise? (Para 8.1.3)

A2.12.6. Do ticket values held for resale effect total funds storage limitations? **NOT REQUIRED** (Para 8.1.3)

A2.12.7. Has the RPEC determined controlled area status for facilities protecting funds or resources with a total value of less than **$100,000**? (Para 8.1.5)

A2.12.8. Are funds, precious metals, jewels, or other high value items stored in containers holding classified material? -- **NOT AUTHORIZED** (Para 8.1.6)

A2.12.9. Does the RPEC direct alternative protection measures for high cash-value items when it's determined protection criteria is inappropriate for certain cases? (Para 8.1.7)

A2.12.10. Do fund activity custodians use the AF Form 439, Robbery checklist, and comply with the following guidelines? (Para 8.2)

A2.12.10.1. Protect funds according to local procedures established in the RPP.

A2.12.10.2. Establish written procedures for safeguarding funds and ensure that all employees comply.

A2.12.10.3. Reduce cash-on-hand to the lowest amount required for efficient operation.

A2.12.11. Do funds activity custodians and the security forces mutually develop escort methodology for government funds locally and publish the procedures in the base resource protection regulation? (Para 8.2.1)

A2.12.12. Are the guidelines below established when developing funds escorts? (Para 8.2.2-3)

A2.12.12.1. The RPEC establishes the amount of funds, precious metals, jewels, or high-cash-value resources requiring escorts when the total value is less than **$25,000**.

A2.12.12.2. The RPEC assesses the local threat conditions and laws to determine the need for armed escorts. They should base the assessment on the dollar amount transported, protection resources available, threat, geographic location, distance, and transport route.

A2.12.13. Do central depositories follow procedures for storing funds as required by Para 8.4, AFI 31-209? (Para 8.3)

A2.12.14. Does the installation commander prescribe in writing the limit for storing funds during nonoperating hours? (Para 8.4)

A2.12.15. Are fund amounts **under $100,000** stored and protected IAW RPEC guidelines? (Para 8.4.1)

A2.12.16. Are fund amounts **over $100,000** stored inside an approved alarm vault or secure storage room with **two** levels of IDE (see AFMAN 31-224)? (Para 8.4.2)

A2.12.17. Do fund custodians ensure containers used to store government funds are certified as to their capability to protect funds? (Para 8.5)

A2.12.18. Do fund containers meet General Services Administration (GSA) specifications? (Para 8.5)

A2.12.19. Do fund custodians ensure storage containers not meeting GSA standards have an Underwriter's Laboratory (UL) label (or foreign equivalent) designating it a burglar-resistant safe? (Para 8.5) [**NOTE:** The use of previously approved containers now in use is acceptable.]

A2.12.20. Are GSA-approved containers meeting Class **I** or higher specifications used when storing **$7,500** or more, except in central depositories? (Para 8.5.1)

A2.12.21. Do fund containers that are manufactured to a GSA specification have an external label reading: "General Services Administration, Approved Security Container" and the manufacturer's name? (Para 8.5.1) [**NOTE:** The container should also have a fixed label stating the federal specification it was manufactured under and the protection it affords.]

A2.12.22. Are funds containers secured to the premises when the funds container is on casters, weighs less than 500 lbs without IDE, or not located in a vault? (Para 8.5.1)

A2.12.23. Has the installation commander selected hardened rooms for storing fund containers during nonoperating hours? (Para 8.6)

A2.12.24. Is interior and exterior lighting provided for all fund-storage facilities, to include facility entrances, corridors, and fund rooms? (Para 8.6.2) [**NOTE:** Ensure switches for exterior lights are inaccessible to unauthorized people.]

A2.12.25. Does the fund activity user provide continuous surveillance of funds in the event IDE fails or malfunctions? (Para 8.6.6)

A2.12.26. Does the fund activity have a method to contact security forces while performing IDE malfunction surveillance duty? (Para 8.6.6)

A2.12.27. Are resource protection planners aware deployment commanders establish and enforce procedures for government funds under field conditions IAW AFI 31-209? (Para 8.7)

A2.12.28. Is DoD 4525.6-M used for establishing postal facility physical protection standards? (Para 8.8.1)

A2.12.29. Has each medical facility implemented a protection program based on the assessment of its particular needs and resources, mission requirements, and local threat? (Para 8.8.2)

A2.12.30. Are outside pharmacies protected IAW AFI 41-113, Administration of Medical Activities, and Air Force Manual 67-1, USAF Supply Manual? (Para 8.8.4)

A2.13. PROGRAM ADMINISTRATION (AFI 31-209) (RPP)

A2.13.1. Has a local program been established to ensure the chief of security forces receives incident reports on lost, stolen, unaccountable, or recovered US Government AA&E? (Para 9.2) [**NOTE:** Program must cover losses attributed to inventory adjustment or those the chief of security forces finds or confiscates during an inspection.]

A2.13.2. Are Reporting of Significant Arms and Nonnuclear Munitions Losses and Incidents accomplished under emergency conditions? (Para 9.2.2)

A2.14. COMBAT ARMS TRAINING AND MAINTENANCE (AFI 36-2226)

A2.14.1. Does the Combat Arms Organizational Commander? (Para 1.13)

A2.14.1.1. Make Air Force ranges available for non-military use subject to command and local range instruction.

A2.14.1.2. Budget for necessary combat arms equipment and supplies.

A2.14.1.3. Appoint a Combat Arms Superintendent or NCOIC, who meets grade and skill level requirements of AFI 36-2108, *Airman Classification*.

A2.14.1.4. Ensure base weapons receive preembarkation inspections prior to deployment.

A2.14.1.5. Provide use-of-force training to Combat Arms personnel according to AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

A2.14.1.6. Provide Self-Aid and Buddy Care (SABC) training for Combat Arms personnel.

A2.14.1.7. Establish written guidelines for canceling training due to bad weather.

A2.14.1.8. Plan for new small-arms ranges, range modifications, and range rehabilitation to ensure facilities meet the installation's mission requirements and Combat Arms directives.

A2.14.1.9. Coordinate all major range construction/rehabilitation with HQ PACAF/SFX. (PACAF Sup I)

A2.14.1.10. Ensure Combat Arms remains open to conduct training during contingency exercises unless installation commander or designate terminates combat arms training. (Para 1.13 (Added) PACAF Sup I)

A2.14.1.11. Ensure Combat Arms who perform Security Forces duties are fully trained, certified, and qualified to perform duties. (Para 1.13.1(Added) PACAF Sup I)

A2.14.1.12. Ensure SF qualifications are documented in Combat Arms personnel's OJT record. (Para 1.13.1 (Added) PACAF Sup I)

A2.14.2. Does the Combat Arms Superintendent/NCOIC? (Para 1.14)

A2.14.2.1. Serve as the Combat Arms facility manager for the base range facilities. (Para 1.14.2)

A2.14.2.2. Comply with local environmental procedures for disposal of hazardous waste. (Para 1.14.3)

A2.14.2.3. Supervise maintenance and inspection of installation small arms weapons. (Para 1.14.4)

A2.14.2.4. Conduct required instructor performance evaluations and establish procedures for informal evaluations by trainees and supervisors. (Para 1.14.7)

A2.14.2.5. Appoint ammunition, equipment, supply, and weapon repair parts custodians. (Para 1.14.9)

A2.14.2.6. Submit forecasts and requisition for adequate numbers and types of training weapons to support the Combat Arms mission. (Para 1.14.10)

A2.14.2.7. Develop and submit an ammunition forecast to support base weapons training program in accordance with AFCAT 21-209. (Para 1.14.11)

A2.14.2.7.1. Provide copies of forecast documents with complete justification to HQ PACAF/SFXT NLT 15 November each year. (Para 1.14.11. PACAF Sup I)

A2.14.2.8. Request base safety and civil engineer personnel inspect all firing range facilities at least annually. (Para 1.12.4. PACAF Sup I)

A2.14.2.9. Develop and publish Combat Arms operating instructions. (Para 1.14.12)

A2.14.2.10. Maintain required T.O.s and Air Force publications. (Para 1.14.13)

A2.14.2.11. Maintain spare parts to support mission requirements. (Para 1.14.14)

A2.14.2.12. Establish training schedules to support local missions, training requirements, and personnel availability. (Para 1.14.15)

A2.14.2.13. Notify unit commanders of personnel who fail to report for training. (Para 1.14.15)

A2.14.2.14. Request annual training forecasts from all supported units. (Para 1.14.15. PACAF Sup I)

A2.14.2.15. Ensure unit forecasts include, at a minimum, type weapons, courses of fire, and complete justification for number of training slots requested. (Para 1.14.15. PACAF Sup I)

A2.14.2.16. Develop requests for deviations to range criteria. (Para 1.14.16)

A2.14.2.17. Request bioenvironmental surveys when changes to range facilities alter acoustics or ventilation. (Para 1.14.18)

A2.14.2.18. Develop incentive and award programs for instructors and trainees. (Para 1.14.19)

A2.14.2.19. Maintain and report up-to-date *Combat Arms Program*, *CAMIS*, and *QPM* reports. (Para 1.14.20. PACAF Sup I)

A2.14.2.20. Store and maintain ammunition needed for Combat Arms programs according to AFI 21-201 and AFCAT 21-209. (Para 1.14.21)

A2.14.2.21. Receive explosive safety training from Wing Safety Office at least once a year for all explosives on Combat Arms account. (Para 1.14.22)

A2.14.3. **Weapons Training**

A2.14.3.1. Do all personnel, once assigned to a mobility position, receive small arms training as prescribed by appropriate qualification group? (Para 2.1.3. and AFPD 16-8, Para 1.5)

A2.14.3.2. Have trainees previously qualified on type of weapon they receive recurring qualification on? (Para 2.5)

A2.14.3.3. Have PACAF trainees live-fire qualified? (Para 2.6.1. PACAF Sup I)

A2.14.3.3.1. Does local installation commander determine whether or not to honor simulator qualifications for arriving Group B and C personnel? (Para 2.6.1. PACAF Sup I)

A2.14.4. Do firearms simulators? (Para 2.6.2)

A2.14.4.1. Look and work like the actual weapon.

A2.14.4.2. Have adjustable noise and recoil simulation.

A2.14.4.3. Make trainees use the same physical skills and actions needed to fire the actual weapon.

A2.14.4.4. Meet the specifications the manufacturer and replicate an actual firing line.

A2.14.4.5. Are firearms simulators used to conduct all practice orders of fire for Groups A, B, and C. (Para 2.6.3 (Added) PACAF Sup I)

A2.14.5. Does Combat Arms develop training schedules so: (Para 1.14.15)

A2.14.5.1. Group A personnel (except AFOSI) qualify semiannually on their primary duty weapon and annually on their secondary duty weapon? (Para 2.7.1.3. and Para 2.7.1.4)

A2.14.5.2. AFOSI agents qualify quarterly on primary duty weapon and annually on mobility weapon? (Para 2.7.1.6)

A2.14.5.3. Group A individuals (except AFOSI) whose primary duty weapon is the 9mm handgun alternate qualification between AFQC and PACAF SPC? (Para 2.7.1.3. PACAF Sup I)

A2.14.5.4. AFOSI agents wait at least 30 days before firing next qualification course? (Para 2.7.1.6)

A2.14.5.5. Group A personnel fire on a semiannual incremental schedule? (Para 2.7.1.7)

A2.14.5.6. Group A personnel wait at least 90 calendar days between training courses? (Para 2.7.1.8)

A2.14.5.7. Group B personnel complete recurring qualification training annually on rifle or handgun at 9 to 12 month intervals between qualifications? (Para 2.7.2.4)

A2.14.5.8. Group C personnel complete recurring qualification training once every two years on rifle or handgun at 21 to 24 month intervals between qualifications? (Para 2.7.3.3)

A2.14.5.9. Personnel who extend existing tour more than 90 days or enter into a consecutive overseas tour (COT) qualify NLT 90 days beyond their original DEROS? (Para 2.8.4.1 (Added) PACAF Sup I)

A2.14.5.10. Remedial trainees are not scheduled to attend initial or recurring training? (Para 2.9.1)

A2.14.6. Does the Combat Arms organization commander submit deviation requests to the appropriate approval authority for all facility and equipment limitations that prevent full compliance with or accomplishment of program training objectives or facility criteria? (Para 2.11.2)

A2.14.7. Does Combat Arms submit *Combat Arms Program Reports* to MAJCOM using the format in AFI 36-2226, Attachment 2? (Para 2.18)

A2.14.8. Are *Combat Arms Reports* forwarded to HQ PACAF/SFXT not later than 5 January and 5 July? (Para 2.18. PACAF Sup I)

A2.14.9. Does Combat Arms submit *CAMIS* reports in accordance with AFI 36-2226, PACAF Sup 1, Attachments 1 and 2? (Para 2.19. PACAF Sup I)

A2.14.10. **Management**

A2.14.10.1. Do Combat Arms journeymen and craftsmen assigned to Combat Arms section meet the criteria for training and qualification according to AFI 36-2108? (Para 3.2)

A2.14.10.2. Does Combat Arms Superintendent/NCOIC ensure all newly assigned personnel read all operating instructions and other material relevant to the Combat Arms section? (Para 3.2.1)

A2.14.10.3. Does Combat Arms superintendent/NCOIC ensure assigned personnel are entered into appropriate upgrade and qualification training? (Para 3.2.2)

A2.14.10.4. Do Combat Arms personnel and assigned assistants maintain qualification on the weapons and courses they provide training? (Para 3.2.3)

A2.14.10.5. Do Combat Arms personnel and assigned assistants maintain qualification on weapons for which they have an armed duty requirement? (Para 3.2.3)

A2.14.10.6. Do Combat Arms personnel who perform lead instructor duties complete required lead instructor evaluations successfully? (Para 3.3)

A2.14.10.7. Does Combat Arms Superintendent/NCOIC ensure firearms, ammunition, and other material requiring safeguarding are provided protection as required by AFI 31-209, DoD 5200.1R, AFPD 31-4, and AFI 31-101? (Para 3.4)

A2.14.10.8. Do instructors maintain and use lesson plans for each firearm and course they provide instruction? (Para 3.5)

A2.14.10.9. Are lead instructors a 3P051B or have SEI 312; a tasked certified 3P031B; or a DoD civilian with equivalent qualifications? (Para 3.6.1)

A2.14.10.10. Are assistant instructors either a 3P0X1B or have SEI 312, a DoD civilian with equivalent qualifications or qualified Group A personnel who meet AFI 36-2226, Para 2.15. requirements? (Para 3.6.2)

A2.14.10.11. Are tower operators either a 3P051B or have SEI 312; a tasked certified 3P031B; or a DOD civilian with equivalent qualifications? (Para 3.6.3)

A2.14.10.12. Are firing line instructors either a 3P1X1, a DoD civilian with equivalent qualifications, or qualified Group A personnel who meet AFI 36-2226, Para 2.15. requirements? (Para 3.6.4)

A2.14.10.13. Are instructor ratios for training programs specified in AFMAN 36-2227, Volumes 2 and 3 being followed? (Para 3.6.5)

A2.14.10.14. Do students clean the weapons they used during training? (Para 3.7)

A2.14.10.15. Do instructors evaluate students on the course of fire, required operator skills, preventive maintenance, and function check of the weapon? (Para 3.8)

A2.14.10.16. Do instructors give each student the opportunity to prepare a written critique on all phases of the training program? (Para 3.9)

A2.14.10.17. Are AF Form 710s, *Ground Weapons Training Record* (hard copy or EF version) used as a class roster and record of individual qualification, ammunition use, and firearms use for each class conducted? (Para 3.10.1)

A2.14.10.18. Are AF Form 710s filed at Combat Arms and maintained according to AFI 37-133, volume 2, *Records Dispositions Instructions*? (Para 3.10.1)

A2.14.10.19. Are AF Form 522s, *US Air Force Ground Weapons Training Data*, (hard copy or EF version) used to record course of fire, score, qualification status, and other information about an individual's training for each student and each course conducted? (Para 3.10.2)

A2.14.10.20. Does Combat Arms scheduler and unit training sections effectively coordinate to ensure previous AF Form 522 for each person scheduled for training is at the Combat Arms section at the class start time? (Para 3.10.2)

A2.14.10.21. Is range design criteria published in AFMAN 36-2227, volume 1 used when planning and constructing any type range or range complex? (Para 3.11)

A2.14.10.22. Does Combat Arms coordinate all major range projects or designs with HQ PACAF/SFXT? (Para 1.13 (Added) PACAF Sup I)

A2.14.11. Does Combat Arms section have adequate facilities to support? (Para 3.12)

A2.14.11.1. Classroom instruction.

A2.14.11.2. Weapons maintenance.

A2.14.11.3. Administrative function.

A2.14.11.4. Weapons cleaning.

A2.14.11.5. Arms and munitions storage.

A2.14.11.6. Range supply and equipment storage and maintenance.

A2.14.12. Do new and rehabilitated range facilities meet required certification specification outlined in AFMAN 36-2227, volume 1? (Para 3.13)

A2.14.13. Are trial operations and certifications documented? (Para 3.13)

A2.14.14. Does Combat Arms section maintain all files and records according to AFI 37-123, *Management of Records*, and dispose of files according to AFI 37-133, volume 2? (Para 3.14.2)

A2.14.14.1. Are ammunition accountability and residue records maintained in accordance with AFI 36-2226, PACAF Sup 1, Attachment 3? (Para 3.14.2. PACAF Sup I)

A2.14.14.2. Does Combat Arms maintain a record of maintenance performed on each weapon repaired or inspected? (Para 3.14.2)

A2.14.14.3. Does Combat Arms maintain separate munitions, supply, and equipment account records from squadron account records? (Para 3.14.3. PACAF Sup I)

A2.14.14.4. Does Combat Arms maintain a master copy of all lesson plans used for training in the Combat Arms office? (Para 3.14.5)

A2.14.14.5. Are changes to Air Force lesson plans approved by HQ PACAF/SFXT? (Para 3.14.5. PACAF Sup I)

A2.14.14.6. Have host-tenant (training and maintenance support) agreements been established for all tenants that receive Combat Arms section support? (Para 3.15.1)

A2.14.15. Does Combat Arms ensure base assigned ground weapons receive inspections and maintenance according to applicable prescribing directives? (Para 3.20)

A2.14.15.1. Is support limited to government-owned firearms procured through depot/supply channels? (Para 3.20. PACAF Sup I)

A2.14.15.2. Are weapons inspected using proper tools and gauges? (Para 3.21)

A2.14.15.3. Do qualified 3P0X1B or SEI 312 personnel or DoD civilians with equivalent qualifications inspect weapons assigned to all organizations? (Para 3.21)

A2.14.15.4. Are preembarkation inspections performed during home station training exercises? (Para 3.21. PACAF Sup I) (PROHIBITED)

A2.14.15.5. Are airframe-mounted weapons inspected or repaired by Combat Arms? (Para 3.21. PACAF Sup I) (PROHIBITED)

A2.14.15.6. Do weapon owning organizations or the Traffic Management Branch package weapons for shipment and storage? (Para 3.22)

A2.14.15.7. Are weapons placed in extended/mobility storage being used for training exercises? (Para 3.22. PACAF Sup I) (PROHIBITED)

A2.14.15.8. Does the original AFTO Form 105, *Inspection Maintenance Firing Data for Ground Weapons*, accompany weapon when weapon permanently transfers to another organization? (Para 3.22. PACAF Sup I)

A2.14.15.9. Do owning organizations place a copy of the AFTO Form 105 in weather resistant bags, inside the weapon shipping/storage container for deployments? (Para 3.22. PACAF Sup I)

A2.14.15.10. Do weapon-owning organizations attach a serialized weapons list to the outside of shipping/storage containers? (Para 3.22. PACAF Sup I)

A2.15. MANAGING THE INFORMATION SECURITY PROGRAM (All references are from AFI 31-401 unless otherwise specified)

A2.15.1. Has the Information Security Program Manager (ISPM):

A2.15.1.1. Developed and implemented supplements to the information security program? (Para 1.3.4.5 (Added) PACAF Sup I)

A2.15.1.2. Trained unit security managers within 90 days of appointment? (Para 1.3.4.6 (Added) PACAF Sup I)

A2.15.1.3. Conducted unit security managers meeting at least semi-annually? (Para 1.3.4.7 (Added) PACAF Sup I)

A2.15.1.4. Conducted annual program reviews of units? **EXCEPTION**: Every two years for units or activities that do not store classified information. (Para. 1.4.2)

A2.15.1.5. Ensured unit commanders involved with processing or holding classified information conduct semiannual security self-inspections? **EXCEPTION**: ISPMs may develop an oversight schedule consistent with risk management principles for activities with a small volume of classified material. (Para. 1.4.3)

A2.15.1.6. Ensured all Non-US citizens who are granted Limited Access Authorization (LAA) signed a SF 312, Classified Information Nondisclosure Agreement, and filed the form in the person's case file? (Para 5.4 and 5.5.1.6 (Added) PACAF Sup I)

A2.15.1.7. Assisted the installation commander with identifying an overnight repository for classified information? (Para 5.14.1)

A2.15.1.8. Ensured operations dispatchers, passenger services, base entry controller, and billeting people know the location of overnight repository? (Para 5.14.1)

A2.15.1.9. Received approval from the installation commander to store secret material on the flightline during in-processing for deployment when the material is stored in a standard GSA approved security container setting on a pallet and the in-transit area is controlled and located on an Air Force installation? (Para 5.14.2)

A2.15.1.10. Coordinated on and submitted requests to authorize persons to work on classified information during off-duty hours at their home? (Para 5.13.1 and PACAF Sup I, para 5.13.2)

A2.15.1.11. Inspected vaults, secure rooms, cargo security cages, and classified munitions storage facilities to ensure they meet the minimum standards of Appendix G of DoD 5200.1-R? **EXCEPTION**: Commanders must conduct a risk analysis to determine the need for IDS. If the commander determines IDS is not necessary, the commander must develop alternative measures and forward all correspondence through ISPM channels for approval. (Para 5.20.4. PACAF Sup I)

A2.15.1.12. Ensured the wing commander approved vaults, secure rooms, cargo security cages, and munitions storage facilities to store classified information? **EXCEPTION**: The installation commander may delegate approval authority to the ISPM. (Para 5.20.4. PACAF Sup I)

A2.15.1.13. Inspected all secure storage facilities annually to ensure that they continue to meet standards of DoD 5200.1-R, Appendix G. (Para 5.20.5. PACAF Sup I)

A2.15.1.14. Developed a priority plan IAW with DoD 5200.1-R and pursued funding for combination locks that meet Federal Specification FF-L-2740 (X0-7 Lock)? (Para 5.20.3)

A2.15.1.15. Administered training to original classifiers? (Para 8.5)

A2.15.1.16. Conducted an initial interview with newly appointed security managers within 10 duty days of appointment? (Para 8.7.2.2. PACAF Sup I)

A2.15.1.17. Provided technical support and monitored the status of investigations for security incidents? (Para 9.6.1.1 and 9.6.1.2)

A2.15.2. Has the unit security manager:

A2.15.2.1. Been appointed by the unit commander? (Para 1.3.5.1)

A2.15.2.2. Developed unit security operating instruction? (Para 1.3.6.2)

A2.15.2.3. Attended unit security managers meeting hosted by the ISPM? (Para 1.3.6.4)

A2.15.2.4. Ensured semiannual security self-inspections have been conducted to evaluate information security program effectiveness? **NOTE**: Security managers should not conduct self-inspections themselves but have others in the unit perform the duty. (Para 1.4.3 and 1.4.3.1)

A2.15.2.5. Ensured all personnel have signed a SF 312, Classified Information Nondisclosure Agreement, before granting access to classified information? (Para 5.4)

A2.15.2.6. Ensured non-U.S. citizens who are granted Limited Access Authorization signed a SF 312 and forwarded it to the ISPM for filing in the person's case file? (Para 5.4 and 5.5.1.6. PACAF Sup I)

A2.15.2.7. Ensured supervisors conduct initial orientation training for cleared and uncleared personnel? (Para 8.3. and 8.4)

A2.15.2.8. Included an evaluation of the effectiveness of security training during semiannual self-inspections? (Para 8.7.3. PACAF Sup I)

A2.15.2.9. Attended training within 90 days of appointment? (Para 1.3.6.9. PACAF Sup I)

A2.15.2.10. Ensured supervisors conduct recurring and refresher training throughout the duty assignment? (Para 8.9)

A2.15.2.11. Established a system to report security incidents to the ISPM before the end of the first duty day? (Para 9.2.1. PACAF Sup I)

A2.15.2.12. Maintained a copy of investigation reports IAW AFMAN 37-139? (Para 9.4.1.5)

A2.15.3. Are the following measures taken to properly safeguard classified information?

A2.15.3.1. Unit personnel knowledgeable of the methods available for confirming an individual's access level. (Para 5.4.1 – 5.4.1.4)

A2.15.3.2. Top Secret Control Officer (TSCO), and one or more alternates have been appointed. (Para 5.10.1.1)

A2.15.3.3. Has the TSCO:

A2.15.3.3.1. Accounted for each document (to include page changes and inserts) on the AF Form 143, Top Secret Register Page? (Para 5.10.1.1)

A2.15.3.3.2. Described or attached a list of each Top Secret document stored on Automated Information System or microfiche media to the AF Form 143? (Para 5.10.1.1.)

A2.15.3.3.3. Are Top Secret messages kept in telecommunications facilities for less than 30 days accounted for on a message delivery register or similar record of accountability? **NOTE**: Do not record Top Secret messages kept less than 30 days on the AF Form 143. Defense Courier Service (DCS) Receipts are used in place of the AF Form 143 for information received from or delivered to the DCS. (Para 5.10.1.1.1)

A2.15.3.3.4. Attached an AF Form 144, Top Secret Access Record and Cover Sheet, to each document? (Para 5.10.1.2.1)

A2.15.3.3.5. Ensured someone conducted inventories, other than the TSCO or alternate TSCO, annually and whenever there is a change in TSCO? (Para 5.10.1.3.1)

A2.15.3.3.6. Taken actions to correct deficiencies identified in the inventory report? (Para 5.10.1.3.2)

A2.15.3.3.7. Maintained a copy of the inventory report and a record of corrective actions with the account? (Para 5.10.1.3.3)

A2.15.3.3.8. Documented the transfer of Top Secret material to another TSCO on the installation on AF Form 143? (Para 5.10.1.4)

A2.15.3.3.9. Received signed registers and disclosure records of Top Secret facsimiles? (Para 5.10.1.5)

A2.15.3.4. Are AF Forms 144 or AF Form 54, Classified Computer Deck Cover Sheet used instead of SF Form 703, Top Secret Cover Sheet, to protect Top Secret material removed from storage? (Para 5.11.1)

A2.15.3.5. Is SF Form 704, Secret Cover Sheet, and SF Form 705, Confidential Cover Sheet, available to protect these materials when removed from storage? (Para 5.11.2)

A2.15.3.6. Are end-of-day security checks conducted for each section that processes classified information and documented on SF Form 701, Activity Security Checklist? (Para 5.12)

A2.15.3.7. Are end-of-day security checks documented on SF Form 702, Security Container Check Sheet, when security containers are present? (Para 5.12)

A2.15.3.8. Are contingency plans developed to pick up classified container and material in the event something happens to a person authorized to store classified material in their residence? (Para 5.13.3)

A2.15.3.9. Have persons been designated by the MAJCOM Director or unit commander to exercise reproduction authority for classified material in their activities? (Para 5.26 and 5.27)

A2.15.3.10. Have persons responsible for classified copying machines determined if latent images are retained and developed procedures for clearing the images? (Para 5.17.1)

A2.15.3.11. Have persons responsible for classified copying machines posted a notice on the machines to indicate that the machine is approved classified reproduction? (Para 5.17.1)

A2.15.3.12. Have written procedures been developed to ensure control of reproduced classified material and do personnel using classified copiers understand their security responsibilities? (Para 5.26.2 and 5.26.3)

A2.15.3.13. Are procedures in place to ensure waste products generated by reproduction are properly protected and disposed? (DoD 5200.1-R, para 6-502f)

A2.15.3.14. Are Automated Information Systems (AIS) approved for processing classified information? (Para 5.17.2.1)

A2.15.3.15. Are AIS machines without removable hard disk drives and with stored classified information protected at the highest security classification processed on the machine? (Para 5.17.2.1)

A2.15.3.16. Are AIS media (i.e. diskettes, compact disks) and removable hard disk drives protected at the highest security classification processed by the AIS? (Para 5.17.2.1)

A2.15.3.17. Are printer ribbons and toner cartridges (that retain latent images) removed and properly stored at the highest security classification processed on printers? (Para 5.17.3)

A2.15.3.18. Do classified storage containers (i.e. safe, vaults, etc.):

A2.15.3.18.1. Have a General Services Administration (GSA) label affixed to the outside of the container or inside the container's locking drawer? (Para 5.19)

A2.15.3.18.2. Been confirmed by a locksmith that they meet GSA standards and noted their findings on Air Force Technical Order (AFTO) Form 36, if a GSA label is not affixed to the outside of the container or inside the container's locking drawer? (Para 5.19)

A2.15.3.18.3. Have AFTO Form 36 stored inside the container? (Para 5.19)

A2.15.3.18.4. Have or scheduled to have a combination lock meeting Federal Specification FF-L-2740? (Para 5.20.3)

A2.15.3.18.5. Have a SF Form 700, Security Container Information, affixed to the inside of the vault, secure door, or locking drawer of a security container? (Para 5.23.2)

A2.15.3.18.6. Have a SF Form 700 that identifies the location of the door or container, names, home addresses, and home telephone numbers of the individuals who are to be contacted if the door or container is found open and unattended? (Para 5.23.2)

A2.15.3.18.7. Have SF Form 700, Part II marked with the highest classification level of material stored in the security container and combination lock, and stored in a security container other than the one for which it is being used? (Para 5.23.3.1 and 5.23.3.2)

A2.15.3.18.8. Have external markings that reveal the level of classified information authorized to be stored? **UNAUTHORIZED** (DoD 5200.1-R, para 6-404)

A2.15.3.18.9. Have been inspected every five years for safes and every two years for vaults? (Para 5.25 and Technical Order 00-20F-2, para 4b)

A2.15.4. Are classified documents:

A2.15.4.1. Conspicuously marked to alert holders of the presence of classified information? (DoD 5200.1-R, para 5-100)

A2.15.4.2. Marked with the overall classification of the document on the front cover (if there is one), the title page (if there is one), first page, and outside of the back cover (if there is one)? (DoD 5200.1-R, para 5-200)

A2.15.4.3. Marked with the date and office of origin on the first page, title page or front cover, clear enough to allow someone receiving the document to contact the preparing office if questions or problems arise? (DoD 5200.1-R, para 5-201)

A2.15.4.4. That are Original Classified Documents:

A2.15.4.4.1. Contain a "classified by" line that identifies the original classification authority by name and position title? **NOTE**: If the "classified by" line would reveal classified information, the line should be completed with an unclassified personal identifier that can be traced through secure channels. (DoD 5200.1-R, 5.202a)

A2.15.4.4.2. Contain a "reason" line that bears a concise statement of the reason for classification determined by the original classifier or one of the citation categories listed in Section 1.5 of E.O. 12958? (DoD 5200.1-R, para 5.203)

A2.15.4.4.3. Contain a "declassified on" line that identifies a date or event less than or equal to 10 years, or "X" followed by a number or numbers listed in DoD 5200.1-R, para 4-202 if exempt from the 10-year declassification rule? (DoD 5200.1-R, para 5-204a)

A2.15.4.5. That are Derivatively Classified Documents:

A2.15.4.5.1. Contain a "derived from" line that identifies a single classification guide or source document and date, or use the phrase "multiple sources?" (DoD 5200.1-R, para 5-202b)

A2.15.4.5.2. Have a record of the sources attached to the file or record copy if the phrase "multiple sources" is used. **NOTE**: If feasible, the list should be included with all copies of the document. Bibliographies or reference list serve this purpose. (DoD 5200.1-R, para 5-202b)

A2.15.4.5.3. Contain a "declassified on" line with the MOST RESTRICTIVE declassification instruction that applies to any of the information in the document? (DoD 5200.1-R, para 5-204)

A2.15.4.6. That are Originally and Derivatively Classified Documents

A2.15.4.6.1. Contain a "classified by" line that uses the phrase "multiple sources?" **NOTE**: One of the sources will identify the original classification authority by name and position title, and the record of sources will be maintained in the same manner identified above. (DoD 5200.1-R, para 5-202c)

A2.15.4.6.2. Contain a "declassify on" line with the MOST RESTRICTIVE declassification instruction that applies to any of the information in the document? (DoD 5200.1-R, para 5-204d)

A2.15.4.7. Are subjects and titles of classified documents marked to show their classification after the subject of title? **NOTE**: This is the only exception to the placement rule. (DoD 5200.1-R, para 5-206a(2)

A2.15.4.8. Sections, parts, paragraphs, and similar portions marked to show the highest level of classification by placing the appropriate abbreviation in parentheses? (DoD 5200.1-R, para 5-206)

A2.15.4.9. Pages marked conspicuously at the top and bottom with the highest classification of the information on the page? (DoD 5200.1-R, para 5-207)

A2.15.4.10. Are charts, graphs, photographs, illustrations, figures, and drawings properly marked? (DoD 5200.1-R, para 5-206a(3), (3a), and (3b)

A2.15.4.11. Are classified files, folders, and similar groups of documents marked clearly on the outside of the folder or file? (DoD 5200.1-R, para 5-306)

A2.16. PERSONNEL SECURITY PROGRAM MANAGEMENT (AFI 31-501 unless otherwise stated)

A2.16.1. Have commanders identified positions that require access to classified information? (AFPD 31-5, para 4; AFI 31-501, para 2.2)

A2.16.2. Do commanders evaluate the personnel security program semiannually and document the results in self-inspection reports? (Para 1.1.5 (Added) PACAF Sup I)

A2.16.3. Has the ISPM designated authorized requesters to initiate personnel security investigations to Defense Security Service? (Para 5.1)

A2.16.4. Does the authorized requester maintain a copy of personnel security investigations and all other paperwork until the investigation is completed? (Para 5.1)

A2.16.5. Does the base personnel security specialist have a system to track the number of days it takes to process a personnel security investigation from the time the individual is tasked to complete the personal history statement until the investigation request has been submitted to the Defense Security Service? (AFPD 31-4, Attachment 1, para A1.1)

A2.16.6. Has HQ PACAF/SF approved Limited Access Authorizations? (Para 3.3.3)

A2.16.7. Do persons granted Limited Access Authorizations have a written certificate of approval (AF Form 2584) signed by the 497th Intelligence Group on file? (Para 3.3.3)

A2.16.8. Are Security Information Files kept in a locked container during non-duty hours? (Para 8.6. PACAF Sup I)

A2.17. INDUSTRIAL SECURITY PROGRAM MANAGEMENT (AFI 31-601)

A2.17.1. Does the Information Security Program Manager (ISPM):

A2.17.1.1. Maintain a contractor folder for each visitor group that has access to classified information? (Para 1.4.1 Bullet #3)

A2.17.1.2. Have the following items in the contractor folder? (Para 1.6.5.1 through 1.6.5.1.4. PACAF Sup I)

A2.17.1.2.1. A signed copy of DD Form 254, Contract Security Classification Specification.

A2.17.1.2.2. A copy of the signed Visitor Group Security Agreement (VGSA).

A2.17.1.2.3. Copies of the last two semiannual information security self-inspection reports.

A2.17.1.2.4. A copy of the annual ISPM program review report.

A2.17.1.2.5. Copy of the contractor's visit request.

A2.17.1.3. Review DD Form 254, Contract Security Classification Specification, for accuracy and appropriateness? **NOTE**: **Recommend using AFH 31-602 as a checklist to accomplish this task.** (Para 1.4.1 Bullet #4)

A2.17.1.4. Ensure contractors take prompt corrective actions when a security review identifies deficiencies that result in an unsatisfactory rating? (Para 1.4.1 Bullet #7)

A2.17.1.5. Coordinate with other installation security agencies (COMSEC, OPSEC, SSO, COMPUSEC, etc.) to resolve issues related to other security disciplines? (Para 1.4.1 Bullet #8)

A2.17.1.6. Developed a method to ensure organizations notify the ISPM as soon as they know a contractor will require access to classified information during contract performance? (Para 1.4. PACAF Sup I)

A2.17.1.7. Provide the project or program manager a sample Visitor Group Security Agreement to use for developing or modifying security procedures to meet local requirements? (Para 1.4.1 (Added) PACAF Sup I)

A2.17.1.8. Conduct initial program reviews within 30 days after contract start dates? (Para 1.6.2. PACAF Sup I)

A2.17.1.9. Conduct annual information security reviews for those programs that fall under AFI 31-401 and DoD 5200.1-R? (Para 1.6.2. PACAF Sup I)

A2.17.2. Do unit security managers:

A2.17.2.1. Incorporate the industrial security program into their self-inspection program when sponsoring contractors into the unit? (Para 1.6.2. PACAF Sup I)

A2.17.2.2. Conduct semiannual security self-inspections of contractors that fall under the guidelines of AFI 31-401 and DoD 5200.1-R? **NOTE: USE THE INFORMATION SECURITY PROGRAM SELF-INSPECTION CHECKLIST TO COMPLETE THIS TASK** (Para 1.6.2. PACAF Sup I)

A2.17.2.3. Have an operating instruction that identifies specific procedures for receiving, processing, and handling incoming visitor group visit request? (Para 6.3.3)

A2.17.2.4. Provide the ISPM with copies of all on-base contractors visit requests? (Para 6.3.2)

A2.17.2.5. Have a system developed to notify the ISPM as soon as they know a contractor will require access to classified information during contract performance? (Para 1.4)

A2.18.   SECURITY FORCES STANDARDS (AFI 31-201)

A2.18.1. Does the unit use standard response codes? (Para 4.5.3. & attach 1)

A2.18.2. Are locally devised duress codes used in emergency or distress situations? (Para 4.5.3.2)

A2.18.3. Are fixed posts connected to the law enforcement desk or central security control by dial or direct telephone? (Para 4.6)

A2.18.4. Are traffic patrol vehicle's speedometers calibrated semiannually or sooner when required by local laws, and after major maintenance repair to the vehicle's differential, transmission, speedometer, or tire replacement? (Para 4.9)

A2.18.5. Are vehicles inspected before each tour of duty? (Para 4.10)

A2.18.6. Do on duty supervisory personnel conduct post checks? (Para 5.3)

A2.18.7. Do senior security forces representatives conduct post visits? (Para 5.4)

A2.18.8. Do posted security forces report their post during post checks or visits? (Para 5.5)

A2.18.9. Are the security forces knowledgeable of their jurisdiction on the installation? (Para 6.1)

A2.18.10. Are vehicle operators knowledge of the high-speed pursuit policy. (Para 6.7)

A2.18.11. Do police officers properly handle civilian offenders? (Para 7.1.3)

A2.18.12. If applicable, has the unit established off installation patrol procedures and coordinated with the Staff Judge Advocate (SJA) and local civilian law enforcement officials? (Para 7.2)

A2.18.13. For non-U.S. bases, if the installation commander has authorized off installation patrols, has coordination with MAJCOM SJA been accomplished? (Para 7.2.1)

A2.18.14. Do security forces use the rights advisement card, AFVA 125-19 or the AF Form 1168? (Para 7.5)

A2.18.15. Does the unit have procedures to control bloodborne pathogens? (Attach 4)

A2.19. SECURITY FORCES TRAINING (AFI 36-2225)

A2.19.1. Does the CSF: (Para 1.3.4)

A2.19.1.1. Establish and direct the unit SF training program?

A2.19.1.2. Ensure training complies with AFI 36-2201, "Developing, Managing and Conducting Training?"

A2.19.1.3. Determine contingency training requirements?

A2.19.1.4. Coordinate civilian security forces training with the local civilian personnel office?

A2.19.1.5. Establish a unit learning center?

A2.19.1.6.   Appoint a unit READY coordinator?

A2.19.1.7. Determine the critical duty positions and the semiannual Stan-Eval evaluation requirement? (Para 1.3.4. PACAF Sup I)

A2.19.1.8. Determine training requirements and appropriate documentation for the officers and senior NCOs within the unit? (Para 1.3.4. PACAF Sup I)

A2.19.1.9. Approve all TEEOs? (Para 1.3.4. PACAF Sup I)

A2.19.2. Does the unit training section: (Para 1.3.5)

A2.19.2.1. Identify local training needs and train unit personnel to meet mission requirements, as directed by the CSF?

A2.19.2.2. Schedule and conduct unit orientation and initial training?

A2.19.2.3. Verify completed qualification training for duty positions?

A2.19.2.4. Inform the Stan-Eval section when individual(s) complete their qualification training?

A2.19.2.5. Monitor both delays in finishing qualification training and progress of skill-level upgrade training?

A2.19.2.6. Meet ancillary training requirements?

A2.19.2.7. Maintain and adapt AF Handbooks on the SPAS training module to fit local needs?

A2.19.2.8. Prepare and maintain local JQSs?

A2.19.2.9. Develop any necessary TEEOs and task performance checklists for local training with the Stan-Eval Section?

A2.19.2.10. Maintain a test bank of Air Force, MAJCOM, and local questions, and establish test control procedures?

A2.19.2.11. Work with base training manager(s)?

A2.19.2.12. Manage training deficiencies identified by the Stan-Eval section, Staff Assistance Visits and any other higher headquarters inspection? (Para 1.3.5. PACAF Sup I)

A2.19.2.13. Ensure a Master Task List (MTL) has been developed for each duty section and shift level personnel? (Para 1.3.5. PACAF Sup I)

A2.19.2.14. Review all tests, oral questions, lesson plans, task performance checklists, and TEEOs annually? (Para 1.3.5. PACAF Sup I)

A2.19.3. Do unit supervisors: (Para 1.3.6)

A2.19.3.1. Review AF Form 623 or computerized training record to determine training requirements for assigned personnel and conduct all necessary training?

A2.19.3.2. Work with the training section to ensure personnel complete training required for skill level upgrade?

A2.19.3.3. Ensure personnel complete their qualification training for each duty position within 30 duty days?

A2.19.3.4. Notify the training section the next duty day after qualification training has been completed?

A2.19.3.5. Notify the training section if personnel cannot complete qualification within 30 duty days, and document the circumstances, dates, and reasons for the delays?

A2.19.3.6. Maintain individual training records for assigned personnel?

A2.19.3.7. Ensure trainees maintain proficiency in all required tasks listed in the MTL? (Para 1.3.6. PACAF Sup I)

A2.19.3.8. Ensure trainees receive required semiannual evaluations within a 5- to 7- month window; annual evaluations are conducted within a 10- to 13-month window? (Para 2.5.1. PACAF Sup I)

A2.19.4. Does the unit scheduler: (Para 1.4)

A2.19.4.1. Publish an annual master training schedule and review it monthly?

A2.19.4.2. Coordinate the master training schedule with unit sections and base agencies?

A2.19.4.3. Coordinate and schedule ancillary training with base agencies?

A2.19.4.4. Coordinate training schedules with supervisors?

A2.19.4.5. Protect individuals' time off as much as possible?

A2.19.4.6. Include Stan-Eval evaluations in the master unit-scheduling program? (PACAF Sup I)

A2.19.4.7. Ensure the master unit scheduling program includes all appointments (to include self-made), leaves, and TDYs? (Para 1.4. PACAF Sup I)

A2.19.5. Are TEEOs used for collective skills training, exercises, and combat skills? (Para 1.6.2)

A2.19.6. Are the SPAS training module and other Air Force-approved computer programs used? (Para 1.7)

A2.19.7. Are the following covered for newly assigned personnel: (Para 1.7.1. PACAF Sup I)

A2.19.7.1. Chain of Command?

A2.19.7.2. Unit Mission Orientation?

A2.19.7.3. Explosive Safety?

A2.19.7.4. Weapons Safety, Arming and Use of Force?

A2.19.7.5. Local Challenging Procedures (if applicable)?

A2.19.7.6. Local Duress and Authentication Procedures?

A2.19.7.7. Ancillary Training Requirements (bloodborne pathogens, SABC, etc.)?

A2.19.7.8. Security Education and Motivation?

A2.19.7.9. Selected Law Enforcement Training as Required?

A2.19.7.10. Selected Security Training as Required?

A2.19.7.11. Tours of base security forces posts, key base facilities, controlled and restricted areas?

A2.19.7.12. Upgrade Training?

A2.19.7.13. Military Working Dog Handlers receive specialized training?

A2.19.8. Are Stan-Eval and training section personnel jointly preparing task performance checklists? (Para 1.7.3)

A2.19.8.1. Do supervisors use these checklists during qualification training? (Para 1.7.3)

A2.19.8.1.1. Has an AF Form 689, Task Performance Checklist, been developed for each task required to perform peacetime, wartime and contingency mission requirements? (Para 1.3.5. PACAF Sup I)

A2.19.8.1.2. Is the unit using task performance checklists created from the MAJCOM-approved ABD CAFSC STS when certifying ABD tasks? (Para 1.7.3. PACAF Sup I)

A2.19.9. Is AF Form 623 used as required? (Para 1.7.4)

A2.19.10. Is training being documented for personnel not requiring the AF Form 623? (Para 1.7.4)

A2.19.11. Does the training section have the following recommended equipment? (Para 1.8.1)

A2.19.11.1. Stand-alone computer with graphics capable printer.

A2.19.11.2. Videotape, replay equipment, camera, and television and video monitors.

A2.19.11.3. Sound on slide equipment.

A2.19.11.4. 35mm slide projector.

A2.19.11.5. Overhead transparency projector.

A2.19.11.6. Projection screen.

A2.19.11.7. Audio playback and recorder for audio cassettes.

A2.19.11.8. Easel and flip chart.

A2.19.11.9. Dry erase board and erasable markers.

A2.19.11.10. Interactive computer training programs, such as interactive video disk.

A2.19.12. Are safety requirements being accomplished? (Para 1.8.3. PACAF Sup I)

A2.19.13. Do READY personnel receive the required training? (Para 1.9.1)

A2.19.14. Does the unit READY coordinator identify and gain approval for augmentor requirements from the READY review board? (AFI 10-217; AFR 35-45, Para 7e)

A2.19.15. Are names of personnel who complete training forwarded to unit READY coordinators? (AFR 35-45, Para 7e)

A2.19.16. Are READY personnel issued required equipment? (AFI 10-217; AFR 35-45, Para 7e)

A2.20.   STANDARDIZATION EVALUATION (Stan-Eval) PROGRAM (AFI 36-2225)

A2.20.1. Does the Stan-Eval section conduct annual inspections of all unit functional areas? (Para 2.1)

A2.20.2. Does the Stan-Eval section conduct initial and annual evaluations of personnel in each duty position? (Para 2.1)

A2.20.3. Does the Stan-Eval section provide feedback (Trend Analysis) to the CSF on how well the unit is doing based on findings from evaluations and inspections? (Para 2.1.1. and PACAF Sup I, Para 2.1.1.)

A2.20.4. Is a trend analysis being prepared at least quarterly to compute failure rates, identify training deficiencies, problem areas, and offer recommended corrective actions to flight supervisors, the training section, operations staff and the CSF? (Para 2.1.1. PACAF Sup I)

A2.20.5. Does the CSF monitor and evaluate the overall effectiveness of SF functions and personnel using inspection and evaluation results? (Para 2.2.4.1)

A2.20.6. Are inspections scheduled at times when key personnel or supervisors will be present? (Para 2.3.4)

A2.20.6.1. Are locally developed checklists used for each activity inspected? (Para 2.3.4)

A2.20.7. Does the CSF review each Stan-Eval Inspection report, validate the findings, and send the report to the appropriate activity so that they can correct any problems discovered? (Para 2.4.2)

A2.20.8. Does the Training Section notify the Stan-Eval section when individuals have completed their qualification training? (Para 1.3.5)

A2.20.9. Has the CSF identified positions, including deployment or contingency positions that do and do not require evaluations? (Para 2.5.2)

A2.20.10. Are evaluations being conducted within 30 duty days after an individual completes qualification training? (Para 2.5.3)

A2.20.11. Are experts assisting the Stan-Eval section with conducting evaluations for special duties such as military working dog handlers, alarm monitors, and so on? (Para 2.5.4)

A2.20.12. Have procedures been established to notify the Stan-Eval section of all newly assigned personnel and intraunit transfers? (Para 2.5.6)

A2.20.13. Do all evaluations consist of written, oral, and performance evaluations? (Para 2.5.8)

A2.20.13.1. Is a separate 25-question weapons safety, arming, and use of force test being administered once a year?

A2.20.13.2. When conducting evaluations, are personnel being evaluated for team positions when they perform as part of a team?

A2.20.13.3. Does the oral test cover all aspects of the position under evaluation?

A2.20.14. Are MWD handlers receiving evaluations? (Para 2.5.8.5 (Added) PACAF Sup I)

A2.20.15. Are evaluations documented and maintained? (Para 2.6.1-.2)

A2.20.16. Does the CSF review training requirements when an individual fails an evaluation? (Para 2.6.3 and 2.8.3)

A2.20.17. Does the Stan-Eval section keep completed current and previous records of all evaluations, review the results with each individual evaluated, and distribute Stan-Eval evaluation documents to supervisors, trainers, and the CSF? (Para 2. 7.1 and PACAF Sup I, Para 2.7.2)

A2.20.18. Has the CSF established a minimum passing score on all written evaluations? (Para 2.8.1)

A2.20.19. Is each performance evaluation rated as GO/NO GO, and are individuals satisfactorily performing ALL critical tasks for the position being evaluated? (Para 2.8.2)

A2.21. REPORTS AND ANALYSIS (AFI 31-209, AFI 31-204, and AFMAN 37-139)

A2.21.1. Does the installation commander deny access to the base through the use of a barment system? (AFI 31-209, Para 2.5.5)

A2.21.2. Does the installation commander sign barment letters? (AFI 31-209, Para 2.5.5)

A2.21.3. Do the security forces maintain a list of personnel barred from the installation and those denied on-base driving privileges? (Para 2.5.5)

A2.21.4. Are barment lists marked "For Official Use Only" and kept out of public sight? (AFI 31-209, Para 2.5.5)

A2.21.5. Are folders on barred individuals maintained by Reports and Analysis? (AFI 31-209, PACAF sup 1, Para 2.5.5)

A2.21.6. Do the folders contain copies of pertinent documents? (AFI 31-209, PACAF Sup I, Para 2.5.5)

A2.21.7. Does the installation commander determine when, where, and how to implement random vehicle and pedestrian checks? (AFI 31-209, Para 2.5.6)

A2.21.8. Are Military Rules of Evidence 315(d)(2) followed if the installation commander delegates vehicle and pedestrian random inspections to his/her vice, deputy, or military magistrate? (AFI 31-209, Para 2.5.6)

A2.21.9. If using a locally devised computer program to randomly select entry control points for random inspections, has the installation commander and staff judge advocate approved it quarterly? (AFI 31-209, Para 2.5.6)

A2.21.10. Are the following Law Enforcement records maintained in accordance with the applicable table and rule? (AFMAN 37-139)

A2.21.10.1. Reports of investigations, incident/complaint reports, and all records accumulated maintained. (T31-1, R1)

A2.21.10.2. Individual reference forms of individuals listed as suspects or subjects for any offense. (T31-1, R2)

A2.21.10.3. Individual reference forms of individuals listed as witnesses, complainants or victims. (T31-1, R2.01)

A2.21.10.4. Desk Blotters. (T31-1, R6)

A2.21.10.5. Driver records - information on motor vehicle accidents and violations used for point assessments, restrictions, revocation or suspension, and other actions (including barring) affecting driving privileges. (T31-1, R13.01)

A2.21.10.6. Reports of traffic accidents, incidents, and related tickets and violations notices. (T31-1, R14)

A2.21.10.7. Tickets or violation notices. (T31-1, R14.01)

A2.21.10.8. Records pertaining to persons prohibited from entering US military installations for cause (barred personnel). (T31-1, R22)

A2.21.11. Are Law Enforcement reports submitted to HQ PACAF/SFOP by the second day of each month. (AFI 31-209, Para 9.4)

A2.22. PASS AND REGISTRATION (AFI 31-101, 209, 204, AFMAN 37-139)

A2.22.1. For restricted area badges, refer to checklist A1.4.

A2.22.2. Does the CSF designate and revoke, in writing, the authority to issue ID cards? (AFJI 36-3026, Para 7.26.1)

A2.22.3. Are designated issuing officials following the grade restriction guidelines? (AFJI 36-3026, Para 7.25)

A2.22.4. Did the CSF appoint an inventory official to conduct an inventory and transfer accountability if the primary issuing official was absent from 30 - 90 days? (AFJI 26-3026, Para 7.26.3)

A2.22.5. Are accountable forms physically inventoried for each shipment by serial number on the receipt and was the sender notified of any discrepancies? (AFI 36-3001, Para 6.3.1)

A2.22.6. Are accountable forms stored in locked metal cabinets or safes? (AFI 36-3001, Para 6.3.2)

A2.22.7. Are the following procedures adhered to for ID blank ID cards? (AFI 36-3001, Para 6.3.3)

A2.22.7.1. Each accountable ID card recorded on AF Form 335, Issuance Record - Accountability Identification Card.

A2.22.7.2. Each type of ID card recorded on a separate AF Form 335.

A2.22.7.3. File each AF Form 335 with related AF Form 213, Receipt for Accountable Form?

A2.22.7.4. Each ID card serial number entered on the AF form 335.

A2.22.8. Inventory procedures: (AFI 36-3001, Para 6.3.4)

A2.22.8.1. Are inventories conducted every 12 months, when the primary issuing official is relieved, or when directed by the CSF or Installation Commander?

A2.22.8.2. Was each card physically accounted for by serial number?

A2.22.8.3. Were the numbers of controlled forms verified with PDO records?

A2.22.8.4. Was an investigation initiated, reports filed with responsible commander, and results noted on each inventory?

A2.22.8.5. Is the balance sheet attached to the issue logs after each inventory?

A2.22.9. Are procedures for lost or stolen blank forms followed? (AFI 36-3001, Para 6.3.6, Attachment 11)

A2.22.10. Are the following records maintained in accordance with applicable table and rules? (AFMAN 37-139)?

A2.22.10.1. Statements, certificates and related correspondence reporting the loss, theft, or destruction of identification credentials or passes. (T36-2, R9)

A2.22.10.2. Logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records. (T36-2, R15 and R15.01)

A2.22.11. Are requests for vehicle registration recorded on AF Form 533, Certificate of Compliance - Private Motor Vehicle Registration? (AFI 31-204, Para 3.2.1)

A.2.22.12. Is the Security Forces Automated System (SPAS) used to register vehicles? (AFI 31-204, Para 3.2.1)

A2.23. INVESTIGATIONS

A2.23.1. Are the investigative jurisdiction boundaries defined and known by SFOI individuals? (Para 2.1)

A2.23.2. Has the CSF issued AF Form 688, Security Forces Investigator Credentials, to qualified personnel? (Qualified personnel are E-4/civilian equivalent or above who are graduates of one of the following: Military Forces Investigator Course, AFOSI Special Investigators Course, an overseas US Army Major Command Military Police Investigator Course, or have 8 years civilian police experience with 2 years as an investigator.) (Para 2.2)

A2.23.3. Does the number of issued credentials exceed the authorized number of investigators? (Para 2.2)

A2.23.4. Are credential expiration dates within 3 years from date of issue? (Para 2.2.1)

A2.23.5. Is the destruction of invalid credentials, due to expiration or change of duty location, documented on an AF Form 310, Document Receipt and Destruction Certificate? (Para 2.2.1)

A2.23.6. Are credentials destroyed upon change of duty status, assignment, or station? (Para 2.2.1)

A2.23.7. Has the CSF appointed an evidence custodian in writing? (Para 2.6)

A2.23.8. Does each piece of evidence have a fully completed AF Form 52, Evidence Tag, assigned to it? (Para 2.6)

A2.23.9. Is a record of all evidence recorded in a permanently bound evidence log? (Para 2.6.1)

A2.23.10. Is evidence stored in a secure locker, safe or room used solely for storage purposes? (Para 2.6.2)

A2.23.11. Is the storage area accessible only by the evidence custodian? (Para 2.6.2)

A2.23.12. Are seized firearms stored using approved methods IAW AFI 31-209? (Para 2.6.2)

A2.23.13. Are controlled substances stored outside the evidence room in a GSA approved Class 5 safe? (Para 2.6.2)

A2.23.14. Is all evidenced tagged with an AF Form 52, Evidence Tag, which identifies each person who has had custody of the item? (Para 2.6.1)

A2.23.15. Is evidence inventoried, according to local requirements, and when evidence custodians are changed? (Para 2.6.2)

A2.23.16. Is the disposal of evidence coordinated with the SJA, along with the appropriate AF Form 52? (Para 2.6.3)

A2.23.17. Does the base property disposal board dispose of usable and non-usable property? (Para 2.7.4; DOD Manual 4160.21)

A2.23.18. Is a record of disposed property recorded in the evidence logbook or the Security Forces Automated System (SPAS)? (Para 2.7.2)

A2.23.19. Is lost and found property stored in a separate location from evidence? (Para 2.7.3)

A2.23.20. Are security forces trained on testing controlled substances before testing? (Para 2.10)

A2.23.21. Are two interviewers present during interviews with a juvenile or member of the opposite sex? (Para 2.11.5)

A2.24. MILITARY WORKING DOG (MWD) CHECKLIST (AFI 31-202)

A2.24.1. Is the kennel master a graduate of the MWD Supervisor's Course L3AZR3P072A-002 or 003 or scheduled to attend the course within 90 days of assignment to kennel master duties? (2.3)

A2.24.2. Does the kennel master maintain the following permanent administrative record on MWDs? (Para 2.4)

A2.24.2.1. DD Form 1834, Military Working Dog Service Record—stays with the dog throughout its life. (Note: If the form must be redone, attach the original form to the new one.)

A2.24.2.2. AF Form 321, Military Working Dog Training and Utilization Record.

A2.24.2.3. AF Form 323, Military Working Dog Training and Utilization Record for Drug/Explosive Detector Dogs.

A2.24.2.4. AF Form 324, Military Working Dog Program Status Report.

A2.24.3. Has the kennel master established safety procedures for? (Para 2.5)

A2.24.3.1. Preventing MWDs from getting loose in the kennels.

A2.24.3.2. Maintaining safe working distances within the training area.

A2.24.3.3. Safe leashing practices (do not use the leash to secure a MWD to an object or vehicle).

A2.24.3.4. Transporting and handling MWDs during visits to the veterinarian's office.

A2.24.4. Are removable signs with the wording such as "Caution—Military Working Dog" placed on vehicles transporting MWDs and are these signs in the primary language of the foreign country when transporting MWDs in foreign countries? (Para 2.6)

A2.24.5. When MWD teams are assigned pick-up trucks, are MWDs always transported in cabs with handlers? (Para 2.6.1)

A2.24.6. Are handlers knowledgeable of the prohibitions on releasing MWDs (Para 3.2)?

A2.24.7. Are MWD policies in compliance with status of forces agreements, or other country-to-country agreements? (Para 3.3)

A2.24.8. Does each duty cycle include a minimum of 4 hours of proficiency training? (Para 4.1)

A2.24.9. When possible, is proficiency training done on post? (Para 4.1)

A2.24.10. Do kennel masters and trainers conduct patrol, detection, gunfire, and obedience training? (Para 4.1.1 and MWD Manual)

A2.24.11. Unless otherwise directed by the base veterinarian (for medical reasons), does patrol training include training on obstacle course? (Para 4.1.1)

A2.24.12. Are drug detector dogs (DDD) also trained to detect explosives? (PROHIBITED) (Para 4.2.1)

A2.24.13. Have Explosive Detector Dog (EDD) operating instructions been coordinated with the wing explosive safety office and EOD? (Para 5.1. PACAF Sup I)

A2.24.14. Are handlers trained to safely store, transport, and handle explosive training aids? (Para 5.1.1)

A2.24.15. Do explosive ordnance or explosive safety office personnel give explosive training aid safety training to MWD handlers and associated support personnel? If explosive experts aren't available, has a quarterly briefing been developed by the kennel master with the help of ground safety personnel? (Para 5.1.1)

A2.24.16. Are notification and safety requirements detailed in paragraph 5.1.1. fulfilled before explosive training takes place?

A2.24.17. Are multiple training aids, when used, placed at least 10 feet apart? (Para 5.1.4)

A2.24.18. Are explosive training aids kept under constant watch at all times? (Para 5.1.5)

A2.24.19. Do people handling commercial dynamite containing nitroglycerin wear protective gloves? (Para 5.1.6)

A2.24.20. Are dehumidifiers and safety-approved electrical heaters used in explosive training-aid storage facilities to control temperature and reduce humidity? (Para 5.1.7)

A2.24.21. Is more than 1 pound of chlorate maintained per kennel? (PROHIBITED) (Para 5.2.1)

A2.24.22. Are training aids replaced as needed? (Para 5.2.5)

A2.24.23. Are drug training aids provided only by Navy Criminal Investigative Service Regional Forensic Laboratory (NCISRFL)? (Para 6.2.1)

A2.24.24. Is qualitative analysis of drug training aids requested from NCISFRL under the following conditions? (Para 6.4)

A2.24.24.1. When the training aid is suspect.

A2.24.24.2. When MWDs repeatedly fail to respond to a training aid.

A2.24.24.3. When the training aid is damaged or leaking.

A2.24.25. Are all drug training aids weighed monthly by the primary drug custodian and a disinterested person (E-5 or above) selected by the ICSF, using a calibrated scale? (Para 6.5)

A2.24.26. Are monthly training aid weight checks recorded in grams, in a bound notebook? (Para 6.5)

A2.24.27. Does the disinterested person conducting the monthly weight check verify the exact weight of the training aid against the weight information recorded on the AF Form 1205? (Para 6.5)

A2.24.28. Has a drug training aid no-notice inventory and audit been conducted when drug training aid custodians changed or within the last year if custodians haven't changed? (Para 6.6)

A2.24.29. Does the ICSF identify in writing the personnel authorized to sign out, possess, and use drug-training aids for training? (Para 6.7)

A2.24.30. Does the drug custodian keep a log of all training aids issued and returned? (Para 6.7)

A2.24.31. Is the SF 702 and SF 700 used when storing drug training aids inside a storage container (safe)? (Para 6.1. PACAF Sup I)

A2.24.32. Are training aids turned in the same duty tour they were issued unless otherwise authorized by the CSF, operations officer, or other competent authority? (Para 6.7.1)

A2.24.33. Are drug training aids revalidated every 24 months? (Para 6.9)

A2.24.34. Does the ICSF appoint a disinterested person (master sergeant or above) to witness training aid destruction of training aids issued by 341 TRS? (Para 6.8)

A2.24.35. Is the destruction of 341 TRS training aids recorded on AF Form 1565? (Para 6.8)

A2.24.36. Is the remedial training process used to correct MWDs if they fail to meet minimum training standards (without reason) on 3 consecutive training days? (Para 7.1.1)

A2.24.37. Are actions taken to formally decertify MWDs if corrective training is unsuccessful? (Para 7.1.1)

A2.24.38. Are MWD teams trained and proficient in critical tasks? (Para 7.1.1)

A2.24.39. Is corrective action taken if MWD teams fail semicritical tasks? (Para 7.1.2)

A2.24.40. Are patrol dog evaluations conducted at least annually? (Para 7.1.4)

A2.24.41. Is validation testing for detector dogs conducted annually? (Para 7.2)

A2.24.42. Does validation testing consist of at least two trials per odor for both EDDs and DDDs? (AFM 31-219, Para 4.1.2)

A2.24.43. Are actions taken to formally decertify DDDs who fail to detect training aids in second validation tests? (Para 7.3)

A2.24.44. Is the following information maintained in each detector dog's probable cause folder? (Para 8.8.1)

A2.24.44.1. AF Form 321.

A2.24.44.2. AF Form 323.

A2.24.44.3. Documentation of when the search authorizing official reviewed the records—quarterly review.

A2.24.44.4. A certification letter that shows the search granting authority witnessed a detection demonstration, including the date, substance used, and results.

A2.24.44.5. A quarterly summary statement confirming the reliability of the team.

A2.24.45. Do kennel facilities meet standards? (Para 9.1)

A2.24.46. Is a secure training area close to the kennels available to conduct patrol and patrol/detector dog advanced obedience, confidence, and off-leash control training? (Para 9.1.6)

A2.24.47. Are all sides of the kennels marked with MWD warning and danger signs as required by AFI 31-202 to include host nation language? (Para 9.1.7)

A2.24.48. Are pets, stray animals or unit mascots allowed in the MWD facility? (PROHIBITED) (Para 9.1.8)

A2.24.49. Are handlers and kennel masters used to support functions at stray animal facilities or training areas? (PROHIBITED) (Para 9.1.8)

A2.24.50. Are kennels continuously staffed, or has at least one handler immediately available? (Para 9.2)

A2.24.51. Is guidance contained in Para 9.2.1 followed for unattended kennels if units have less than 5 MWDs or do not have enough kennel support personnel assigned, or according to locally established procedures.

A2.24.52. Has the kennel master and veterinarian established sanitation standards and trained handlers on first aid procedures? (Para 9.2.2)

A2.24.53. Are handlers familiar with their assigned dog's normal body functions, such as appetite, stools, and normal attitude, and procedures to take if changes occur? (Para 9.2.4)

A2.24.54. Unless approved by the veterinarian, are MWD only fed food supplied through the DoD supply system? (Para 9.2.5)

A2.24.55. Do all handlers possess an official passport? (Para 10.2.10. PACAF Sup I)

A2.25. ARMING AND USE OF FORCE (AFI 31-207 and AFMAN 31-299)

A2.25.1. Has the installation commander or designee developed arming plans (incorporated into existing programs for installation defense, security or resources protection) identifying who may be armed and when these personnel may use their weapons? (Para 2.2)

A2.25.2. Do arming plans specify command and control and explain how the installation will arm selected personnel during THREATCONs and DEFCONs? (Para 2.2)

A2.25.3. Do armed personnel assigned to Priority A, B, or C resources understand the specialized rules of engagement for protection of these resources? (Attach 2)

A2.25.4. Do the clearing-barrel attendant and the armorer engage in any other duties or functions during weapons handling (**<u>unauthorized</u>**)? (AFMAN 31-299, para 1)

A2.25.5. Is standard loading procedures addressed in Attachments 1 – 11 used for loading and unloading/clearing weapons? (AFMAN 31-299, para 1.)

A2.25.6. Does the local unit commander, or designee, ensure only trained responsible individuals that are authorized to bear arms perform duties of weapons armorer and clearing-barrel attendant? (AFMAN 31-299, para 1.1)

A2.25.7. Does the clearing-barrel attendant:

A2.25.7.1. Allow only one individual at a time in the weapons handling or clearing zone? (AFMAN 31-299, para 1.3)

A2.25.7.2. Ensure all persons waiting to clear weapons form a line at least 6 feet from the clearing-barrel? (AFMAN 31-299, para 1.3)

A2.25.7.3. Ensure individuals enter and exit the clearing-barrel or turn-in area only upon his or her direction? (AFMAN 31-299, para 1.6.1)

A2.25.7.4. Ensure individuals proceed directly to the clearing-barrel after receiving their weapons from the armorer? (AFMAN 31-299, para 1.6.2)

A2.25.7.5. Ensure all persons caring shoulder weapons do so at "port-arms" and those carrying handguns do so with the barrel pointed up? (AFMAN 31-299, para 1.6.3)

A2.25.7.6. Ensure all persons keep the muzzle of their weapon in the clearing-barrel aiming-point during all weapons loading and clearing procedures? (AFMAN 31-299, para 1.6.4)

A2.25.8. Does the armorer:

A2.25.8.1. Verify each individual's authority to bear arms before issuing any weapon, ammunition, or both by checking the arming authorization letter, computer-generated rosters, aircrew orders, or other documents that have submitted and signed by the authorization officials? **NOTE:** the document must identify the individual by name, social security number, firearm type, and last qualification date (for that weapon). (AFMAN 31-299, para 1.5.1 and para 3.1.)

A2.25.8.2. Keep a receipt showing the type of firearm, caliber, manufacturer, serial number, printed name, and signature of the person to whom the weapon was issued? (AFMAN 31-299, para 3)

A2.25.8.3. Ensure each weapon is cleared before issue/turn-in? (AFMAN 31-299, para 1.5.2.)

A2.25.8.4. Ensure only one person at a time is allowed to approach the issue and turn-in area or window? (AFMAN 31-299, para 1.5.4.)

A2.25.8.5. Issue all weapons butt first, muzzle elevated, slide or bolt to the rear, and on safe? (AFMAN 31-299, para 1.5.3.)

A2.25.8.6. Visually inspect and clear each weapon prior to storing the weapon, ensuring removal of all ammunition prior to storage? (AFMAN 31-299, para 1.5.5.)

A2.25.9. **Clearing Barrels**

A2.25.9.1. Constructed from a 30-gallon container, filled with pea gravel? **NOTE:** If sand is used, is the sand free of rocks or other debris and dry? (AFMAN 31-299, para 2.1)

A2.25.9.2. At least 14 inches in width and 24 inches deep (based on 13 Aug 92, Clearing-barrel Penetrations Test)? (AFMAN 31-299, para 2.1)

A2.25.9.3. If located outdoors, have sand placed in a plastic bag and tied off prior to placing it into the clearing-barrel? (AFMAN 31-299, para 2.1)

A2.25.9.4. If filled with pea gravel, visually inspected and refilled when needed? (AFMAN 31-299, para 2.1)

A2.25.9.5. Visually checked annually to ensure the maintenance of construction standards and the check documented? (AFMAN 31-299, para 2.1.)

A2.25.9.6. Have a ¾ inch piece of plywood or thick rubber matting covering the diameter of the container fitted directly behind the lid to reinforce it against muzzle blast? (AFMAN 31-299, para 2.1.1)

A2.25.9.7. Mounted at a height and angle to permit safe and smooth firearms clearing? (AFMAN 31-299, para 2.1.2)

A2.25.9.8. Have an aiming-point in the center of the front lid at least 4 inches in diameter and 1 inch in depth? (AFMAN 31-299, para 2.1.3.)

A2.25.9.9. Have a tray with rubber matting affixed under the aiming-point of the barrel to prevent dropped rounds from falling to the ground? (AFMAN 31-299, para 2.1.4.)

A2.25.9.10. Have the floor area below the clearing zone covered by rubber or other resilient matting to help prevent a dropped round from exploding? (AFMAN 31-299, para 2.1.5.)

A2.25.9.11. Have a 36-inch marked safety zone on the ground or floor area immediately surrounding the clearing-barrel with a 4-ince line? **NOTE:** This line may be painted, taped, floor tiled, etc. (AFMAN 31-299, para 2.1.5.)

A2.25.9.12. Have posted written firearms clearing procedures above each barrel for each type of government firearm stored n the arms room? (AFMAN 31-299, para 2.2)

A2.25.9.13. Located in arm's rooms and constructed of a 5-gallon barrel filled with pea gravel and used only after weapons have been cleared at a barrel meeting specifications set in paragraph 2? **NOTE:** The 5-gallon barrel is used for inspecting weapons only, not loading and unloading weapons. (AFMAN 31-299, para 2.3.)

A2.25.10. Is AF Form 629, Small Arms Hand Receipt, used for people that are frequently issued firearms? (AFMAN 31-299, para 3.2)

A2.25.11. Is AF Form 1297, Temporary Issue Receipt, used to issue weapons to people that do not require frequent issue of firearms? (AFMAN 31-299, para 3.3.)

A2.26. AIR BASE DEFENSE (AFI 31-301)

A2.26.1. Are all security forces personnel trained and proficient in individual ground combat skills IAW STP 21-1-SMCT? (Para 2.14.1)

A2.26.2. Are TRF lesson plans used for installation ABD training? (Para 26. PACAF Sup I)

A2.26.3. Has each UTC participated in an ABD exercise at least annually at home station? (Para. 2.14.2)

A2.26.4. Do tasked UTCs prepare and maintain current deployment folders for use in home station training? Folders should include: (Para. 2.14.4)

A2.26.4.1. Country data

A2.26.4.2. Copy of defense, security or resource protection plan

A2.26.4.3. Aerial photographs

A2.26.4.4. 1:50,000 map

A2.26.4.5. Rules of engagement

A2.26.4.6. Current threat estimates

A2.26.5. Is the HQ PACAF/IN Command Intelligence Estimate for Air Base Defense Operability Planning (CIEAP) used to develop the base defense plan? (Para 1.2. PACAF Sup I)

A2.26.6. Has a combined defense plan releasable to host nation or base defense plan been developed? The plan should include: (Para 4.1)

A2.26.6.1. Ground order of battle at each threat level (Para 4.1.1)

A2.26.6.2. Enemy capabilities and details how to defeat enemies with those capabilities (Para 4.1.1)

A2.26.6.3. Enemy and friendly situation (Para 4.1.2.1)

A2.26.6.4. The mission of the ABD Force (para4.1.2.2)

A2.26.6.5. The DFC's concept of operation (Para 4.1.2.2)

A2.26.6.6. Logistics admin support and appropriate command and signal (Para 4.1.2.2)

A2.26.6.7. Responsibilities of other USAF, DoD, allied, or host nation forces available for ABD (Para 4.1.2.3)

A2.26.6.8. How security forces make the transition from peacetime to war (Para 4.1.2.4)

A2.26.6.9. How selectively armed owner or user security integrates into ABD during transition (Para 4.1.2.5)

A2.26.6.10. Assigned areas of responsibility (Para 4.1.2.6)

A2.26.6.11. READY Augmentee and SELARM training program, if applicable (Para 3.2.2. PACAF Sup I)

A2.26.6.12. A list of critical facilities requiring SELARM positions and how these positions are integrated into the defense plan? (Para 4.1.2.3. PACAF Sup I)

A2.26.6.13. A prioritized list of installation critical facilities/key assets (Para 4.1.4. PACAF Sup I)

A2.26.7. Have bases gaining additive forces prepared mission folders? Do the mission folders include: (Para4.1.3. PACAF Sup I)

A2.26.7.1. Copy of base defense plan

A2.26.7.2. Base support plan (400-2)

A2.26.7.3. Aerial photographs

A2.26.7.4. 1:50,000 maps along with overlays depicting sectors, CPs, DFPs, mine fields, TRPs, heavy weapons positions, track plans, resupply routes, coordination points, etc.

A2.26.7.5. A summary of annual weather

A2.26.7.6. Unit OPRs and POCs, along with DSN voice and fax numbers

A2.26.7.7. Secure telephone (STU III) contact numbers

A2.26.8. Are mission folders current? (Para 4.1.3. PACAF Sup I)

A2.27. CONFINEMENT (AFI 31-205)

A2.27.1. Are Segregation Cells located to prevent physical contact between segregated and non-segregated prisoners? (Para 13)

A2.27.1.1. Are prisoners separated by status, custody, grade, sex, and officer and enlisted? (Para 13.1)

A2.27.1.2. Are administrative areas separate from security functions? (Para 13.4)

A2.27.1.3. Is there a secure storage space for personal property? (Para 13.5)

A2.27.1.4. Is there a Health and Comfort Item storage area? (Para 13.6)

A2.27.1.5. Is there a visiting area with controlled entry and exit that allows for private conversation and has storage space for visitors' personal property? (Para 13.8)

A2.27.1.6. Does the dayroom have space for reading, writing, and table games? (Para 13.8)

A2.27.2. Physical Security, Safety, and Comfort Measures: (Para 14)

A2.27.2.1. Are there barriers to control public entry into the prisoner areas to prevent escape? (Para 14.1)

A2.27.2.2. Are there windows or skylights large enough to admit natural light? (Para 14.3.1)

A2.27.2.3. Is artificial light in rooms, cells, and hygiene areas at least 20 foot-candles at desktop level? (Para 14.3.2)

A2.27.2.4. Do all cells and rooms have a view of the outside of at least three square feet? (Para 14.3.3)

A2.27.2.5. Is there adequate lighting for security and safety? (Para 14.3.4)

A2.27.2.6. Is wire mesh installed over all lighting fixtures? (Para 14.3.5)

A2.27.2.7. Is there a battery-powered electrical backup that will provide lighting? (Para 14.3.6)

A2.27.2.8. Is air circulation at least 15 cubic feet per minute for all occupants in facilities built after 1 Jan 97? (Para 14.5)

A2.27.2.9. Are noise levels below 70 decibels in the daytime and 45 decibels at night? (Para 14.6)

A2.27.2.10. Are all keys in a secure location and are there procedures for issuance and inventory of keys? (Para 14.7)

A2.27.2.11. Are duplicate keys immediately available for emergencies? (Para 14.7.1)

A2.27.2.12. Do electronic locks have a manual backup? (Para 14.7.2)

A2.27.2.13. Are locks monitored 24 hours a day? (Para 14.7.2)

A2.27.2.14. Are there combination sinks/toilets made of cast metal with round edges in the segregation cells? (Para 14.8)

A2.27.2.15. Is there a ratio of at least one toilet for every twelve males or one toilet for every eight females available 24 hours a day? (Para 14.8.1)

A2.27.2.16. Is there a minimum of one sink for every six prisoners? (Para 14.8.3)

A2.27.2.17. Is the water temperature thermostatically controlled between 100 and 120 degrees Fahrenheit? (Para 14.8.4)

A2.27.3. Space Allocation:

A2.27.3.1. Do individual cells and open bay areas provide each prisoner a minimum of 35 square feet of space unencumbered by furniture and fixtures? (Para 16.3)

A2.27.3.2. Is the ceiling to floor distance at least eight feet? (Para 16.3)

A2.27.3.3. When confinement exceeds 10 hours per day, is there at least 80 square feet of floor space per occupant? (Para 16.4)

A2.27.3.4. Does the dayroom contain at least 100 square feet of space? (Para 16.5)

A2.27.4. Furnishings:

A2.27.4.1. Does each cell or area have at least one sleeping surface with a mattress at least 12 inches off of the floor per prisoner? (Para 17)

A2.27.4.2. Is a writing surface with a place to sit provided? (Para 17)

A2.27.4.3. Are there enough furnishings provided to accommodate all prisoners and are they consistent with the prisoner custody grade? (Para 17)

A2.27.5. Equipment:

A2.27.5.1. Is office equipment supplied to support the administrative function? (Para 18.1)

A2.27.5.2. Are janitorial supplies and serviceable tools provided for prisoner work projects? (Para 18.2)

A2.27.5.3. Is there a public address system? (Para 18.3)

A2.27.5.4. Is there sufficient recreational equipment and dayroom equipment such as TVs and/or radios? (Para 18.4)

A2.27.5.5. Are there religious supplies and literature as provided or approved by the installation chaplain? (Para 18.5)

A2.27.6. Is DD Form 497 (Confinement Order) signed by an authorized Commissioned, Warrant, or Non-Commissioned Officer? (Para 24)

A2.27.7. Processing Prisoners Into a Facility: (Para 25)

A2.27.7.1. Have prisoners been briefed on facility rules upon initial entry? (Para 25)

A2.27.7.2. When possible, are new prisoners segregated from other prisoners during initial processing and administration? (Para 25.1)

A2.27.7.3. Is DJFD Form 249, (FBI Current Arrest or Receipt Card) used on prisoners whose sentence is approved by the convening authority and includes more than one year confinement or a punitive discharge? (Para 25.2)

A2.27.7.4. Do all prisoners receive a physical exam by medical personnel within 24 hours of initial confinement? (Para 25.3)

A2.27.7.5. Has DD Form 1476 (Prisoner's Admission Summary Data) and DD Form 498 (Prisoner's Personal History Record) been completed? (Para 25.5)

A2.27.8. Does each prisoner have a Correctional Treatment file (CTF)? (Para 26)

A2.27.9. Status and Custody Grades: (Para 27)

A2.27.9.1. Have prisoners been assigned a custody grade? (Para 27)

A2.27.9.2. Have prisoners been classified as Pre-Trial, Post-Trial, or Casual? (Para 27)

A2.27.9.3. If assigned Community Custody, has a local picture identification card been made? (Para 27.5)

A2.27.10. Quarters Assignment: (Para 28)

A2.27.10.1. Have quarters been assigned based on status, rank, sex, and custody grade? (Para 28)

A2.27.10.2. Are Pre-Trial and Post-Trial prisoners in separate cells or areas? (Para 28.1)

A2.27.10.3. Are officers and enlisted prisoners physically separated? (Para 28.2)

A2.27.10.4. Do sight and sound separate males and females? (Para 28.3)

A2.27.10.5. Are maximum custody prisoners separated from all other prisoners? (Para 28.4)

A2.27.11. Has DD Form 367 been used to authorize any release of prisoners and has a Pre-Release conference been conducted? (Para 29)

A2.27.12. Health and Comfort Items: (Para 30)

A2.27.12.1. Are installation O & M Funds used to purchase health and comfort items for prisoners in non-pay status? (Para 30.1)

A2.27.12.2. As a minimum, are items for personal hygiene provided in compliance with AFI 36-2903? (Para 30.2)

A2.27.12.3. Is an emergency stock of health and comfort items maintained with an appointed custodian who inventories it quarterly? (Para 30.4)

A2.27.13. Prisoner Communications: (Para 32)

A2.27.13.1. Do prisoners receive postal service? (Para 32)

A2.27.13.2. Do corrections staff personnel inspect incoming and outgoing mail to intercept contraband and to detect criminal activities? (Para 32.2)

A2.27.13.3. Is DD Form 499, (Prisoner Mail and Correspondence Record) used to control authorized correspondence? (Para 32.3)

A2.27.14. Prisoner Visits: (Para 33)

A2.27.14.1. Have visitation days and times been established for prisoners? (Para 33)

A2.27.14.2. Are maximum and medium-in custody prisoners visited inside the confinement facility or another secured location? (Para 33.3)

A2.27.14.3. Are prisoners searched before and after each visit? (Para 33.3)

A2.27.15. Support Services: (Para 34)

A2.27.15.1. Do prisoners in segregation receive their meals in their cells? (Para 34.5.1)

A2.27.15.2. Are officer prisoners who are receiving (BAS) paying for their meals? (Para 34.5.3)

A2.27.16. Clothing: (Para 35)

A2.27.16.1. Are prisoners wearing authorized uniform items only? (Para 35)

A2.27.16.2. Do adjudged and sentenced prisoners wear prescribed uniforms without insignia, badges or devices with the exception of wearing the items on their service dress uniform during a board, hearing, etc.? (Para 35.2)

A2.27.16.3. Do prisoners have one complete set of service dress, four complete set of utility uniforms, one field jacket, one short sleeve light blue shirt (or service equivalent), one pair of boots, one pair of low quarter shoes, appropriate belts, headgear, undergarments, socks, and one set of athletic attire? (Para 35.3)

A2.27.17. Has AF Form 807 (Receipt for Prisoner's Personal Property) been used to document personal property and filed with the CTF? (Para 36)

A2.27.18. Funds: (Para 37)

A2.27.18.1. Has the CSF appointed a primary and alternate PDF custodian by letter? (Para 37)

A2.27.18.2. Does a disinterested party unassociated with the PDF audit the PDF quarterly? (Para 37.1)

A2.27.18.3. Has a transfer of PDF accountability been accomplished? (Para 37.2)

A2.27.18.4. Are all cash, checks, vouchers, and receipts secured IAW AFI 31-209, Air Force Resource Protection Program? (Para 37.3)

A2.27.18.5. Are all funds receipted for via AF Form 1387 (Individual Receipt for Prisoner's Funds)? (Para 37.4)

A2.27.18.6. Are only military checks, PDF custodian checks, money orders, cashier's checks, cash or non-U.S. currency deposited in the PDF account? (Para 37.4)

A2.27.18.7. Are prisoners provided a copy of the AF Form 1387 as a receipt and is the duplicate copy filed with the AF Form 1388? (Para 37.4)

A2.27.18.8. Is an AF Form 808 (Individual Cash Account in Personal Deposit Fund (PDF), used to chronologically post and balance each prisoner's account? (Para 37.6)

A2.27.18.9. Upon release or transfer of prisoners, does the PDF custodian let the prisoner verify the account and draw a check for the listed balance, annotate a "0" in the balance column and write or stamp "account closed" following the last entry on the form, and are all entries in ink? (Para 37.6.2)

A2.27.18.10. Do prisoners indorse all checks "For Deposit Only" to the PDF account? (Para 37.7)

A2.27.18.11. Is a check deposit receipt maintained or is there a duplicate of the deposit slip with the AF Form 1388? (Para 37.7)

A2.27.18.12. Is DD Form 504, (Request for Health and Comfort Supplies), used to process health and comfort purchase request? (Para 37.8.1)

A2.27.18.13. Is DD Form 1390, (Request for Withdrawal from the Personal Deposit Fund), used to make purchase requests or forward money? (Para 37.8.2)

A2.27.18.14. Is AF Form 1391, (Group Purchase Voucher for Personal Deposit Fund), used for requests involving more than one prisoner and are voucher numbers (BXX-01) assigned in the same manner as AF Form 1388? (Para 37.8.3)

A2.27.18.15. Is AF Form 1392, (Summary Disbursement Voucher for Personal Deposit Fund), used to list all checks drawn from the PDF? (Para 37.8.4)

A2.27.18.16. Is AF Form 1393, (Petty Cash Voucher for Personal Deposit Fund), used for locally authorized expenditures of $50.00 or less, and are voucher numbers (CXX-01) assigned in the same manner as AF Forms 1388 and 1391? (Para 37.8.5)

A2.27.18.17. Are all PDF checks stamped "void after (30, 60, 90 days)" as determined appropriate? (Para 37.9)

A2.27.18.18. Is AF Form 1398, (Daily Status of Personal Deposit Fund), used to record the daily balance of the PDF? (Para 37.10)

A2.27.19. Are roll calls conducted at shift change during sleeping hours (irregular checks) and during work hours or when prisoners are away from the facility (by telephone or in person)? (Para 38.1)

A2.27.20. Local Area Escorts: (Para 39)

A2.27.20.1. Are maximum custody prisoners escorted with two personnel, at least one-armed security police? (Para 39.1)

A2.27.20.2. Do parent unit personnel escort medium-in custody prisoners using a ratio of one escort per prisoner? When SF's conduct the escort, is the ratio one per two prisoners? (Para 39.2)

A2.27.20.3. Do parent unit personnel escort medium-out custody prisoners using a ratio of one escort per two prisoners? When SF's conduct the escort, is the ratio one per four prisoners? (Para 39.3)

A2.27.20.4. Do parent unit personnel escort minimum custody prisoners using a ratio of one escort per five prisoners? When SF's conduct the escort, is the ratio one per ten or part thereof? (Para 39.4)

A2.27.20.5. Are only Officers and Non-Commissioned Officers from the parent unit equal to or higher in rank assigned to the prisoner as escorts? (Para 39.5)

A2.27.20.6. Are escorts briefed on prisoner security requirements prior to departing the correction facility? (Para 39.6)

A2.27.21. Are items, which threaten the safety or the security of the facility, staff, or prisoner population, prohibited? (Para 40)

A2.27.22. Prisoner Searches: (Para 41)

A2.27.22.1. Are protective gloves used during the initial complete search? (Para 41)

A2.27.22.2. Are simple searches for contraband or weapons conducted when prisoners enter and exit the facility, before and after visits, and as determined by the Corrections Officer (Para 41.3)

A2.27.22.3. Are periodic checks conducted at irregular intervals? (Para 41.3)

A2.27.22.4. Are complete searches conducted as part of prisoner in-processing? (Para 41.2)

A2.27.22.5. Following the initial confinement search, are prisoners allowed to shower and issued clean, previously searched clothing? (Para 41.2)

A2.27.23. Are emergency plans developed that include the following? (Para 42)

A2.27.23.1. Plan for apprehension of escapees; fire protection and prevention; response to riots; disorders, power failures, hostage situations, bomb threats, natural disasters, and medical emergencies? (Para 42)

A2.27.23.2. Posted within the facility and are supporting checklists, special instructions, and other documentation available at the facility, Law Enforcement Desk, or other location designated by the installation CSF? (Para 42.1)

A2.27.24. Weapons and Other Means of Force: (Para 43)

A2.27.24.1. Are weapons prohibited when escorting or supervising medium or minimum custody prisoners unless the supervisor's routine duties require a weapon? (Para 43.1)

A2.27.24.2. Are weapons (firearms, clubs, batons, and chemical irritants) prohibited from being carried into the facility except in emergency situations as established in writing by the installation CSF? (Para 43.2)

A2.27.24.3. Is the use of sickening gas prohibited in the correction facility? (Para 43.2)

A2.27.25. Escape Prisoners: (Para 44)

A2.27.25.1. Is DD Form 553, (Deserter/Absentee Wanted by the Armed Forces) and AF Form 2098 accomplished if a prisoner escapes, fails to return, or when a prisoner's parole has been suspended or revoked according to AFI 36-2911, (Desertion and Unauthorized Absence)? (Para 44)

A2.27.25.2. Is the MAJCOM/SF notified of all escapees? (Para 44)

A2.27.25.3. Is AF Form 807 used to inventory the escaped prisoner's property and personal effects as soon as possible after escape? Are funds found in the prisoner's personal effects deposited into the PDF? (Para 44.1)

A2.27.26. Control of Medical Supplies: (Para 47)

A2.27.26.1. Are local procedures established for the secure storage, issue, accountability, and destruction of prisoner medications? (Para 47)

A2.27.26.2. Are all medical supplies and medication issues and destruction strictly controlled? (Para 47)

A2.27.27. Discipline and Adjustment Boards: (Para 48)

A2.27.27.1. Is DD Form 508, (Report of/or Recommendation for Disciplinary Action), used to document facility rule violations and behavior problems? (Para 48.1)

A2.27.27.2. Is a Discipline and Adjustment panel composed of two disinterested staff members (E-4 or higher), and a panel chairperson (E-7 or higher) from another unit activated if there are serious infractions or behavior by a prisoner? (Para 48.4)

A2.27.27.3. Does the Discipline and Adjustment board use the DD Form 508? (Para 48.4)

A2.27.27.4. Is the prisoner advised at least 24 hours in advance of the Discipline and Adjustment board? (Para 48.4.1)

A2.27.27.5. Is the prisoner notified of the approval action and provided with a copy of the completed DD Form 508? (Para 48.4.4)

A2.27.27.6. Are punishments such as clipping hair, ball and chain, unproductive labor, unnecessary use of restraining devices or any other form of inhumane treatment used? **(PROHIBITED)** (Para 48.6)

A2.27.28. Within 72 hours of a prisoner's entry into segregation, does the Correction Officer review the circumstances behind the segregation and the need for further segregation? (Para 49.1)